



Document Number: HITSP 05 N 23 Rev.

Date: December 13, 2005

**HEALTHCARE INFORMATION TECHNOLOGY
STANDARDS PANEL (HITSP) Board of Directors**

DRAFT AGENDA

December 13, 2005

Dress Code: Business Attire

Location: Sheraton National Hotel
900 S. Orne Street, Arlington, VA 22204
Dial-in information: 1-800-482-1732
Participant code: 712444

Meeting: 10:00 am – 5:00 pm

1.0 Opening of Meeting & Remarks by Chairman Dr. John Halamka
10:00am - 10:20am

Dr. Halamka will open the meeting and provide brief remarks about the current work of the HITSP Board and Panel.

2.0 Introduction of Board Members and Observers All
10:20am – 10:40am

The Board members and observers in attendance will be requested to introduce themselves.

3.0 Approval of Draft Agenda Ms. Michelle Deane
10:40am – 10:45am
DOCUMENT: HITSP 05 N 23 Rev.

The Board will be requested to approve document HITSP N 23, the Draft Agenda for the first HITSP Board Meeting.

4.0 Update from the Office of the National Coordinator (ONC) Dr. John Loonsk
10:45am – 11:45am
DOCUMENT: HITSP 05 N 34

Dr. Loonsk will provide a brief overview of the Office of the National Coordinator activities to date and the Breakthrough areas that are under consideration by AHIC (American Health Information Community).

The Board will have an opportunity for Q&A.

LUNCH
11:45am – 12:45pm

5.0 Report from the HITSP Committees

5.1 Charter Governance Committee (CGC)

12:45pm – 1:45pm

DOCUMENTS: HITSP 05 N 21, 24, 26, N 28

Mr. Michael Aisenberg

Presentation - Mr. Aisenberg will present an overview of the CGC process and will lead the Board through a review of the revised HITSP Charter.

The Board will have an opportunity for Q&A.

ACTION: The Board will be asked to ratify the revised Charter for submission to the HITSP for approval at its January 5, 2006 meeting.

5.2 Use Case Committee (UCC)

1:45pm – 2:30pm

DOCUMENTS: HITSP 05 N 30, 31, 32

Ms. Joyce Sensmeier

Ms. Sensmeier will present an overview of the Use Case Committee process and activities to date. She will also provide the overall process for reviewing and approving instances in support of the Breakthrough areas identified by AHIC.

The Board will have an opportunity for Q&A.

6.0 Presentation on ONCHIT 1 Deliverables

2:30pm – 3:00pm

DOCUMENTS: HITSP 05 N 29

Ms. Christine Fantaskey

Ms. Fantaskey will provide an overview of the ONCHIT 1 Deliverables including specifics identified by the ONC and timeframes for delivery to the Project Officer.

BREAK

3:00pm – 3:30pm

7.0 Consideration of the need to form HITSP Committees

3:30pm – 3:45pm

Dr. John Halamka

In consideration of the ONCHIT 1 Deliverables, the Board will be asked to consider the establishment of one or more HITSP Committees to support these initiatives.

8.0 Consideration of Vice-Chair Candidate(s)

3:45pm – 4:15 pm

DOCUMENTS: HITSP 05 N 25

Board Members

ANSI has solicited the Board for a recommendation(s) for appointment to the position of Vice-Chair. The Board will review and recommend one or more Vice-Chair candidates for ratification by ANSI.

- 9.0 Plans for the Second Healthcare Information Technology Standards Panel (HITSP) Meeting, January 5, 2006**
4:15pm – 4:30pm
DOCUMENT: HITSP 05 N 27
- The Board will review document HITSP 05 N 27, the draft agenda for the HITSP meeting.
- 10.0 Administrative Issues**
4:30pm – 5:00pm
- 9.1 Plans for future Board meetings** – The goal is to establish Board meeting dates for 2006. A proposed schedule will be provided for consideration.
- 9.2 Administrative issues related to hosting meetings**
- 11.0 Adjournment**
5:00 pm
- Ms. Frances Schrotter
- Ms. Frances Schrotter
- Dr. John Halamka