Welcome to the HL7 Essentials Space

This is the place to find information about HL7, HL7 processes and other information that is relevant to your work as a Co-Chair, Facilitator, Accelerator or anyone with an interest in gaining a basic understanding of the HL7 organization and its processes.

Quick Links

- HL7 Orientation Station
- HL7 Leadership Announcements
- Participating at HL7
  - HL7 Community Chat
  - Subscribe to List Serves

- Create JIRA and Confluence Account
- Submit a Change Request
- HL7 Recently Published Standards

FHIR Accelerator Programs

The following links provide information about HL7 FHIR Accelerators

- HL7® FHIR® Accelerator Program and List of Accelerators
- HL7 FHIR Accelerator Home
- Accelerator Program Plans

HL7 Work Group Management

The following links provide information relevant to Co-chairs for managing the activities of Work Groups.

- Co-Chair Handbook
- Co-Chair Training 2022
  - Facilitating the Co-Chair Role
  - Navigating the HL7 Processes
  - Reflecting on your Co-Chair Role
- TSC Working Group Representatives
- Meeting Room Request Form
- Meeting Room Report
- Out of Cycle Meeting Request
- Work Group Meetings - create agenda and attendance from Templates
- Decision Making Practices (DMP)
  - Decision Making Practices Addendum Template
- Facilitators Expectations
- Work Group Health and PBS Metrics Reports
- Mission and Charter Guidance
- Roberts Rules
- Work Group Changes (merge, disband, name change)

New Project? - Start Here

- New Project? Start Here
- Project Proposals
  - How to Create a Project Proposal
- Project Scope Statement (PSS)
  - How to Create a PSS in Jira
  - How to Create a PSS from Template (for Reaffirmation and Withdrawals ONLY)
  - How to Review a Project Scope Statement in Jira
- Searchable Project Database
- Project Insight
- HL7 Process Training: Navigating the HL7 Processes
HL7 Processes

The following links provide information on the standards process within HL7 including process flows and checklists for developing, balloting and publishing FHIR Implementation Guides

- **HL7 Governance**
  - Bylaws
  - Governance Operations Manual (GOM) - the rules under which HL7 operates
  - HL7 Essential Requirements - the rule to ensure that HL7 conforms with ANSI

- **HL7 Calendars**
  - Processes for Creating Standards and Implementation Guides

- **Understanding the Standards Process**
- **Configuring Specification Feedback in JIRA**
- **FHIR Processes**
  - FHIR Implementation - Navigating HL7 Processes Webinar
  - FHIR Implementation Guide Process Flow
  - FHIR IG Proposal

- **Comment on Specifications**
  - Submit a FHIR Change Request
  - Submit a CDA Change Request
  - Submit a V2 Change Request
  - Submit a Change Request for other specifications

- **HL7 Ballots**
  - HL7 Ballots
  - Ballot Announcements
  - New Work Group Creation
  - Generic Product Family Mission and Charter Template

Ballot / Specification Management

The following links provide information relevant for the management of ballots and specifications.

- **TSC Guidance**
  - Balloting vs Re-balloting
  - Informative vs Normative
  - Changing the level of an upcoming ballot
  - Errata and Technical Corrections
    - Errata Publication CSDO Letter Template
    - STU Updates vs STU Ballots
    - Constructing Ballot Document Titles (GOM Section 13.02-13.03.06)
    - Domain Analysis Model Specification and Requirements - Canonical Definition
  - Notice of Intent to Ballot (NIB) Form
  - Out of Cycle Ballots
    - Out of Cycle Ballot Criteria
    - Request for Out of Cycle Ballot
    - How to Create an Out of Cycle Ballot Request
  - Ballot Reconciliation
    - Upload spreadsheet to JIRA
    - Ballot Comment Amalgamation Macro Download
    - Ballot Desktop
  - Reports
    - Active Ballots with no reconciliation package
    - Non-advancing Ballots
    - Idle Ballot Items
    - Expired STU Ballots
    - ANSI Standards Approaching Expiration
    - STUs Expiring in Next 6 Months
  - Standards for Trial Use (STU)
    - FHIR Specification Feedback
    - CDA Specification Feedback
    - V2 Specification Feedback
    - Other Specification Feedback
    - STU Extension Request
  - Retire/Withdraw a Specification
    - Withdrawal Request
    - Withdrawal Guidance Chart
    - Specification Withdrawal Template
    - How to Create a Withdrawal Template
  - Publish a Specification
    - How to Create a Publication Request
    - Publishing Schedule
    - Publishing Guidelines
    - Publication of Errata
  - Recirculation Request
  - Cover Page Templates
    - Work Group White Paper Cover Page/Template
    - Document Cover Page Template

Working Group Meeting (WGM) Information

The following links provide information about upcoming WGMs

- **HL7 Working Group Meetings**
  - Upcoming WGM Information and Agendas
  - First Time Attendees (FTA)
  - Introduction to HL7 for First Time Attendees
  - WGM Prep Checklist for Work Group Co-Chairs Template
  - WGM Prep Checklist for Work Group Co-Chairs Template
  - PowerPoint Template (can be used for the 'rotating slide deck)

HL7 Organization

The following links provide information about the organizational structure of HL7.

- **HL7 Organizational Chart**
- **HL7 Board**
- **HL7 Advisory Council**
- **HL7 Affiliates**
- **Technical Steering Committee (TSC)**
- **HL7 Work Groups**
  - Co-Chairs
  - Product Family Management Groups
  - US Realm Steering Committee
  - HL7 Terminology Authority
  - Understanding the HL7 Organization

HL7 Terminology

The following links provide information about HL7 Terminology.

- **Terminology@HL7.org (THO)**
  - Published Terminology
  - Current Integration Build
- **HL7 Vocabulary Maintenance**
- **External Terminologies**
Tools

The following links provide information about HL7 Tooling

- **Jira Specification Feedback**
  - JIRA Specification Feedback
  - Managing Specification Feedback
  - Configuring Specification Feedback
  - Administering Specification Feedback Projects
  - FHIR Specification Feedback
  - Co-Chair approval of "HL7 Trusted Users" for managing specifications in Jira Specification Feedback Projects
- **How To/Tip Sheets**
  - How To Articles
  - Zoom
  - FreeConference Call
  - JIRA
- **Jira Balloting**
  - How to Guide for Balloting using Jira
  - Jira Ballot Process
  - Webinar Recording
  - Slide Deck
  - Q&A Session - March 24, 2021
  - Q&A Session - January 5, 2022
- **Project Insight**
  - Project Insight
  - Webinar: Updating Project Insight
- **Github**
  - Request a Github Repository
  - Gforge (retired)
  - Sparx Enterprise Architect
  - EHRS-Functional Model Tools
  - Locally Registered V2 Media Types