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
- HL7 FHIR Accelerator Programs
- HL7 Work Group Management

The following links provide information about participating in the FHIR Community.

- FHIR Community Chat
- FHIR Connectathons
- FHIR Community Events
- Add new FHIR Community Event
- FHIR Implementation Guide Registry
- FHIR Management Group
- FHIR Overview
- FHIR Specification
- FHIR Implementation Guide Processes
  - FHIR Implementation Guide Process Flow
  - FHIR IG Proposal
- FHIR Registry

HL7 FHIR Accelerator Home
- Accelerator Program Plans

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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

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)
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 Calendars
- Processes for Creating Standards and Implementation Guides

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 General PPT Template.potx

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

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

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