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

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

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 Working Group Meetings (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 Terminology**
  - The following links provide information about HL7 Terminology.
    - Terminology@HL7.org (THO)
    - Published Terminology
    - Current Integration Build
    - HL7 Vocabulary Maintenance
    - External Terminologies

**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
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