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
- 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
- Public Webinar Series: Updates from the TSC
- 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

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
  - Active Standards for Trial Use
  - 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