NON-MEMBER PARTICIPATION
IN HL7 INTERNATIONAL BALLOTS

Non-Members can take part in many HL7 ballots, although a small administrative fee is assessed for most ballots, usually $400 for single ballots although pricing can vary for multiple ballots. Any applicable fees are detailed on the Non-Member Participation page identified in this document. Once you have requested non-member participation in a ballot and paid any applicable fee, you will automatically be included in any subsequent ballots until that item achieves its final stage for that ballot type.

Requesting participation can be done in just a few minutes on the HL7 Ballot Desktop, the same site on which voting takes place. If you do request participation in a ballot, please be aware that it can take 2 to 3 business days to process your request and enable your user ID. In addition, the deadline for non-member participation requests is the consensus group signup close date announced for any given ballot cycle: this is usually the day before ballots open for voting. This deadline is identified on the Ballot Desktop and in the Ballot Calendars available on the HL7 Confluence pages (www.hl7.org/permalink/?Calendars) and the HL7 web site. Requests received after this deadline will not be processed. Anyone having difficulties signing up for non-member participation can call the HL7 office (+1 734-677-7777) during regular office hours (8 AM to 5 PM M-F Eastern) or email support@hl7.org.

Important Note: non-members should be aware that by participating in an HL7 ballot, the non-member is implicitly agreeing to adhere to all ballot instructions and respond by the ballot closing date. In addition, the non-member is implicitly agreeing to adhere to the tenets of the HL7 intellectual property policies, which can be found on the HL7 web site at http://www.hl7.org/legal/ippolicy.cfm.

[These instructions assume that you are visiting the HL7 Ballot Desktop from a Browser that is not signed in to the site and that **has cookies enabled**. If you are signed in to the site as a member then the displayed pages have slightly different links and text.]

Navigating to the HL7 Ballot Desktop Non-Member Ballot Login Page

Point your browser to the Non-Member Ballot Login page at: http://www.hl7.org/ctl.cfm?action=ballots.login.

Click on the **Non-Member Participation in this Cycle link**. You will be taken to the **Non-Member Participation page**.
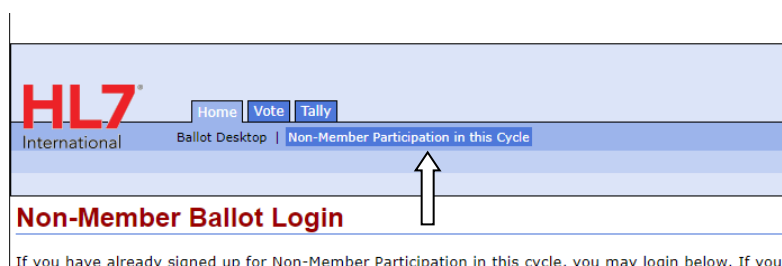
If an active ballot cycle is available for participation, you will see a form allowing you to create a Non-Member voter profile.

If no active cycles are available for sign-up, then you will see a message indicating the sign-up is not currently available. In this case, you should refer to the Ballot Calendar on the HL7 web site for the next upcoming ballot cycle.

Signing Up for Participation in Ballot Pools

Assuming an active ballot cycle is available, signing up is a three-step process.

1. **Create a Non-Member Profile**

   Complete the **Non-Member Profile form** on the screen, making sure to include all of the required fields. Please choose an appropriate classification from among the values listed. These include Provider, Vendor, and Pharmaceutical, among others. This helps us to understand the general area of the Health Care industry you are involved in and, further, to help ensure that we have a balance of industry perspectives represented on the draft standards being balloted. Please also be sure to include a valid email address.

   Once you have completed the form, click on the **Go on to Step 2 button** at the bottom of the page.

2. **Select Ballot Pools**

   The next form allows you to select the ballot pools you would like to participate in. Select the checkbox for each ballot pool you would like to participate in. Pricing may vary on individual pools, and occasionally, through organizational agreements or on the type of ballot, some pools may be available for free.

   When you have selected the pools you would like to participate in, click on the **Go on to Step 3 button** at the bottom of the page.

3. **Agreeing to Balloting Terms and Choosing Method of Payment**

   The final form requires you to indicate your acceptance of the balloting terms. In addition, you will need to provide a user name and password so that your User ID can be set up. Finally, if payment is required, you can select an appropriate form of payment. Please be aware that credit card payments cannot be processed online at the present time. Please allow for 2 to 3 days processing for which ever form of payment you use.

   When you have finalized your choices and agreed to the ballot terms, click on the **Send Participant Information button**. You will receive an initial email confirming your request, and, once your User ID has been set up, you will receive a second email from the HL7 Webmaster informing you that your User ID is active. You can now sign on to the HL7 Ballot Desktop and sign up for the specific pools you would like to vote on.

   Important notes: the deadline for non-member paid participation requests is seven days before ballot close for each ballot cycle. Requests received after this deadline will not be processed. Anyone having difficulties signing up for paid participation can get support by calling the HL7 Office (+1 734-677-7777) during regular office hours (8 AM to 5 PM M-F EST) or emailing support@hl7.org.

Log On to the HL7 Ballot Desktop

Once your User ID is activated, you can log on to the Ballot Desktop using the Non-Member Ballot Login page (identified earlier) at: http://www.hl7.org/ctl.cfm?action=ballots.login.

Alternately, if you are already on the Ballot Desktop home page, you can click on the **Non-Member Login link**.
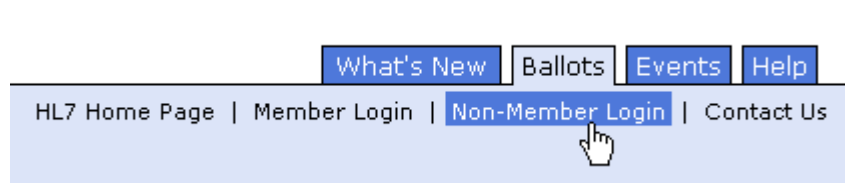
Once you have logged in, you should join the ballot pools you have paid for, and you can download any appropriate ballot packages and log your votes.

Joining Ballot Pools

Assuming you have successfully logged in, you can join ballot pools from the main Ballot Desktop page for the ballot cycle. To the right of the HL7 logo you will see the **Join a Pool link**.

Click this link to be taken to the **Join a Consensus Group selection page**. You will see numerous pools listed, but only those pools you have paid to join will have active check boxes for you to select.

Check the appropriate check box(es) and click the **Join these marked Ballot Consensus Groups button** at the bottom of this page.

Join these marked Ballot Consensus Groups

When the page refreshes you will be returned to the main Ballot Desktop page and you should now see the selected pool(s) listed in the **Ballot Document Pools in which you ARE Participating section.**

Ballot Consensus Groups in which you ARE Participating

⚠ All ballots close on their specified close date at midnight, US Eastern Time Zone.

R. Pkg	Name	Lvl.	Ballot Document	Open	Close	Vote	Cmnt
	HL7 CDA R2 Implementation	D1		Aug 14, 2020	Sep 14, 2020	No Return	

In a few minutes, you should also receive a confirmation email listing the pools you have signed up for.

Voting in Your Selected Ballot Pools

There is a 30-day period for users to sign up for their selected consensus groups, at the end of which time enrollment ends and voting begins for another 30 day period.

Once you are signed up for ballot pools, voting is a straightforward process.

1. Sign-In on the Non-Member Ballot Login page

Make sure you are signed in to the Ballot Desktop using your assigned user name and password: http://www.hl7.org/ctl.cfm?action=ballots.login.

If you have successfully logged in, you will see a welcoming greeting in the upper right hand corner and the Ballot Desktop will display the ballot pools you have previously signed up for in the **Ballot Document Pools in which you ARE Participating section**.

2. Click on the Vote tab

In the upper tab menu of the Ballot Desktop page is a **Vote** tab. Click it to go to the Ballot Voting page.
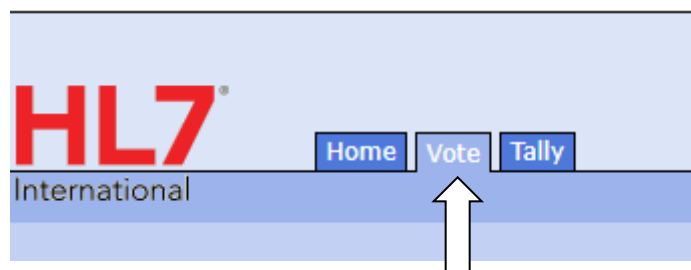
3. Log Your Votes and Upload any Comments

The Ballot Voting page will display a voting form for each of your ballots.

Ballot Voting

May 2010 Ballot Cycle
2010MAY , Feb 05, 2010 - May 10, 2010

| HL7 Implementation Guide for CDA Release 2: Genetic Testing Reports, Release 1 | Current Vote **No Return** |

○ No Return / ○ Affirmative / ○ Negative / ○ Abstain — You may change your vote as often as you like until the ballot closes. A Negative vote requires a comment or file upload.

Vote Comment:

Remember you must supply a ballot comment if you are voting negatively on this document

Comment Upload: [_____] Browse...

| HL7 Implementation Guide for Clinical Document Architecture, Release 2: Unstructured Documents, Release 1 | Current Vote **No Return** |

○ No Return — You may change your vote as often as you...

Vote Comment:

Comment Upload: [_____] Browse...

Select the **Vote radio button** for the ballot vote you would like to cast for each ballot. Vote definitions are as follows:

o **No Return** – The default value for any ballot on which you have not yet cast a vote.

o **Affirmative** – You are voting to support passage of the candidate standard or document. While you may upload comments, you are affirming that such comments are not of a serious enough nature to impact your support of the material as it currently stands.

o **Negative** – You are voting against passage of the candidate standard or document. You **must** provide an **explanatory comment** or **upload a comments spreadsheet** containing negative comments of a substantial nature. Negative votes cast without such supporting comments can be found 'Not Related' or 'Not Persuasive' by the Work Group sponsoring this ballot. Your explanatory comment may refer to the negative comments already uploaded by another voter. You may also upload a comments spreadsheet with an overall Negative indicated in it.

o **Abstain** – You are neither voting for or against the candidate standard or document, although a vote of abstain will be counted towards the overall quorum requirements of the ballot pool.

4. Cast Your Votes

When you have indicated those votes you wish to cast on the Ballot Voting page, **check the box** indicating that you have understand the rules governing negative votes, and click the **Cast Vote(s) button**.

☐ **I have read and agree to abide by the stipulations governing affirmative and negative votes.**

▶ **Stipulations Governing Affirmative and Negative Votes**

[Cast Vote(s)]

Shortly after you cast your votes, you should receive a confirmation email for each vote you cast.

As long as the voting period is open, you can return to the Vote page to cast additional votes, upload revised comments, or change your votes.

Troubleshooting

- **I signed up for ballot pools, but they are not displaying**

  Double-check to make sure you are properly signed in to the Ballot Desktop: http://www.hl7.org/ctl.cfm?action=ballots.login. If a welcoming greeting is not displayed in the upper right-hand corner of the screen, then you are not signed in.

  If you are signed in, click on the current ballot cycle link in the left-hand navigation screen. When the page refreshes, your pools should be displayed. This action will resolve 90% of users' issues with this problem.

  If your pools are still not displayed, please contact the HL7 office for support.

If at any time you need help using the HL7 Ballot Desktop, you can call HL7 headquarters at 734-677-7777, or email support@hl7.org.