



**REAFFIRMATION BALLOT INSTRUCTIONS  
FOR HL7 ANS CLINICAL DOCUMENT  
ARCHITECTURE, RELEASE 2  
FOR THE JANUARY 2010 BALLOT CYCLE**

**December 9, 2009**

Dear Voter,

Health Level Seven (HL7) invites you to take part in a Normative ballot to reaffirm the following HL7 American National Standard (ANS):

- **HL7 Clinical Document Architecture, Release 2 – ANSI/HL7 CDA, R2-2004**

Per ANSI rules, any ANS subject to periodic maintenance shall be revised, reaffirmed or withdrawn five years (5) after its designation as an ANS. HL7 is conducting this ballot in accordance with the HL7 Governance and Operations Manual (GOM) section 15.04.01 (Reaffirmation of an HL7 American National Standard) to allow those parties with an interest in the ANS to record their position on the decision to reaffirm, revise or withdraw this ANS. This ballot is being conducted in accordance with the rules laid out in the HL7 GOM section 13.03 for a Comment-only Ballot.

For the purposes of this ballot the question being asked is as follows:

Should the HL7 Clinical Document Architecture, Release 2 standard be reaffirmed as an American National Standard, withdrawn as an ANS, or subject to revision and brought to ballot as a new version?

Accordingly, voters should lodge their votes as follows:

- **Affirmative** – Indicates support of reaffirmation of the ANS
- **Negative** – Indicates support of either withdrawing or revising the ANS. If you support withdrawal, indicate your reasons in the comments accompanying your negative vote.

It should be noted that HL7 has an active project with the end goal of producing Release 3 of the Clinical Document Architecture. Those voters who feel the CDAR2 should be revised are asked to direct their material comments to the Structured Documents Work Group rather than expressing them in this ballot.

For details on obtaining a copy of the ANS under review, please refer to the Balloting Procedures section further down in this announcement.

**Ballot Open/Close Dates**

The ballot pool in this document will open and close for voting on the following dates:

***Ballot Open Date: Wednesday, December 9, 2009***

***Ballot Close Date: Monday, January 11, 2010***

## **Ballot Pool Signup**

Pool sign up is currently available and will remain available from this point until Ballot Pool close.

*Review Group Pool Sign-Up Close Date: Monday, January 4, 2010*

To sign up, point your browser to <http://www.hl7.org/ctl.cfm?action=ballots.home>.

**Important Note: Review group pool signup will close one (1) week** before the ballot close date. This is also the final date non-members can sign up for participation in the ballot.

## **Ballot Document**

### **Clinical Document Architecture, Release 2**

The **Structured Documents Work Group** announces the formation of a review group for the following document:

- ***Reaffirmation of Clinical Document Architecture, Release 2 (1<sup>st</sup> Normative Ballot)***

The HL7 Structured Documents Work Group seeks to reaffirm the Clinical Document Architecture, Release 2 as an American National Standard.

Unique Ballot ID: REAFFIRM\_CDAR2\_N1\_2010JAN

## **Balloting Procedure**

The standard under consideration is available to HL7 members as a free download from the [Clinical Document Architecture Standards](#) page on the HL7 web site. Non-members interested in taking part in this ballot can purchase an electronic version of the standard from the [HL7 Store](#) on the HL7 web site.

HL7 will conduct this ballot according to its procedure for electronic balloting. Individuals who sign up for the ballot group will not receive a paper copy of the document or a paper ballot. Instead, they will be notified by e-mail when the ballot information is available. Members and non-members will be provided information on how to obtain or download the document from the HL7 web server and will enter their votes and comments using the HL7 Ballot Desktop.

If a member of the ballot group does not have access to the technology being used, or if the person can demonstrate that using the electronic process creates a substantial hardship, he/she may request a paper copy of the ballot package and/or vote using a paper ballot. Because of the extra expense and time delays associated with paper ballots, HL7 does not intend to provide the alternative of using paper to members who have access to the technologies and have no substantial hardship associated with their use.

## **Voting**

HL7 members and others who are materially affected by any of the proposed standards and wish to participate in these ballots must join the respective ballot group. This can be accomplished by logging on to the Ballot Desktop at the following URL: <http://www.HL7.org/ctl.cfm?action=ballots.home>. Alternately, members can call the HL7 office at (734) 677-7777 and request that the Ballot Group Declaration Form be faxed or mailed to them.

With the exceptions noted above, all voting related activity – joining ballot pools, downloading or reviewing ballot content, uploading comments and voting – is done through the Ballot Desktop. In addition, non-members wishing to take part in this or any HL7 ballot must use the Ballot Desktop to register. Those non-members wishing to use this option are referred to the Paid Participation in HL7 Ballots Instructions posted on the HL7 Ballot Desktop.

All ballot dates are inclusive: votes cannot be cast before the beginning date or after the ending date of a ballot pool. Please note that all times are tracked in the Eastern Time Zone (US). If you have any problems with the ballot desktop, joining, or voting, please contact the HL7 Director of Technical Services at [webmaster@HL7.org](mailto:webmaster@HL7.org) before the closing of the ballot.

**Negative Votes on Normative Ballots:** Members are reminded of the following rules from the HL7 GOM regarding the submission of negative votes on normative ballots:

- 14.06.03.01 Submission of Comments – Statements accompanying negative ballots should be submitted as an attachment to the ballot and clearly reference the particular ballot item(s) to which it pertains.
- 14.06.03.02 No Comments or Inappropriate Comments – Negative ballots not accompanied by comments or accompanied by inappropriate comments or comments of no relevance to the ballot proposal shall not be considered. Such ballots will be recorded as a “negative without comment” for the purposes of establishing a quorum and reporting to ANSI. However, these ballots shall not be factored into the numerical requirements for consensus. No effort shall be made to solicit comments from the submitter of a negative without comment.

### **Important Notes**

**IMPORTANT NOTE on Balloting Rules:** Due to changes in the past several cycles in the HL7 Governance and Operations Manual (GOM), the rules under which balloting takes place have changed slightly. These changes can be summarized as follows:

- The definition for the Consensus Group for Subsequent Normative Ballots of the Same Content (GOM: 14.03.04) has changed. The consensus group for subsequent ballots "shall consist of those individuals, members or nonmembers, who submitted a ballot by the close of the ballot response period; whether affirmative, negative, or abstain." For complete details, please refer to the indicated section.
- As a reminder, the quorum and approval levels stipulated in the GOM will apply to this ballot pool. The levels are as follows:
  - Normative Ballots – Minimum 10 HL7 members in ballot pool; 60% returning votes for quorum; 75% affirmative votes for approval.

**Unique Ballot IDs:** Each ballot document has a unique Ballot ID that can be found following its descriptive text. In addition, a ballot comment spreadsheet will be available on the balloting website at the time the ballot opens.

### **Help**

**ISSUE – Ballot Pools Not Displayed:** If you navigate to the Ballot Desktop and it does not correctly display the ballot pools you have previously signed up for, please

click the “September 2008 Ballot Cycle” link in the left-hand navigation pane. This will resolve 90% of users’ issues.

**ISSUE – Ballot Pools Not Open for Enrollment:** When enrolling in ballot pools or review groups, you may notice that some pools are not available for enrollment. This is either because you are not correctly signed in to the web site, the enrollment period for that pool has closed, or that pool is a subsequent normative ballot and pool membership is limited to the original consensus group of that ballot.

**IMPORTANT:** Should you have issues voting, it is important that you contact us before the close of the ballot. Communications received after a ballot has closed cannot be honored.

**OTHER ISSUES -** Should you have any other issues logging in to the Ballot Desktop, signing up for ballot pools or voting, please contact either Don Lloyd (dlloyd@HL7.org), Technical Publications Manager, or Michael Kingery (mkingery@HL7.org), HL7 Webmaster.