

# Workgroup Policy 4.100

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## I. POLICY SUMMARY

The Alaska eHealth Network (AeHN) utilizes workgroups to provide opinions, advice and expertise to the AeHN Board on issues that are important to the Health Information Exchange (HIE) participants, users and patients.

## II. PURPOSE

This policy reflects AeHN's commitment to work with, and on behalf of, the HIE stakeholders.

## III. SCOPE/APPLICABILITY

This policy is applicable to the AeHN Board and all AeHN workgroup participants, including but not limited to the members of the following groups (collectively, the "Workgroups"):

1. Consumer Advisory Workgroup
2. Clinical Advisory Workgroup
3. Technology Workgroup
4. Privacy & Security Compliance Workgroup
5. Training Workgroup
6. Legal Workgroup

Other workgroups may be added on a temporary or permanent basis, at the discretion of the AeHN Board.

## IV. POLICY AUTHORITY/ENFORCEMENT

AeHN's Board of Directors is responsible for monitoring and enforcement of this policy.

### Policy

1. Workgroup Membership – Each Workgroup shall be chaired or co-chaired by a member of the Board, or a delegate of the Board. Additional members shall be recruited from Participants, stakeholders and the general public. Workgroups shall be composed of at least three (3) members, including at least one Board member.
2. Workgroup Responsibilities – Each Workgroup shall be chartered by the Board and responsible for the following:
  - a. Regular Meetings – Upon commencement of the exchange of live data through the Health Information Exchange, Workgroups must hold meetings on a regularly scheduled

basis, no less than quarterly, unless special circumstances require cancellation. Meetings may be held more frequently as needed. Meeting times and information shall be posted on the AeHN website in accordance with the Transparency Policy and shall be open to the public.

- b. Reporting to AeHN – Workgroups shall submit written monthly activity summaries to the Executive Director of AeHN, and quarterly reports to the AeHN Board.
  - c. Deliverables – Workgroups may be delegated clearly defined deliverables by either the Board or the Executive Director, and are expected to execute on these deliverables to support the planning, implementation and ongoing operations of the HIE.
  - d. Roster of Members – Workgroup chairs should maintain a roster of Workgroup participants, and should seek out diversity in representation among different industries, stakeholder groups, knowledge areas and experience levels.
3. Workgroup Charter and Rules – Each Workgroup shall follow the charter established by the AeHN Board, which shall include the mission, purpose, duration and scope of the Workgroup. The Workgroup may then establish rules and responsibilities for the Workgroup members, as needed.

<b>WORKGROUP POLICY</b>	<b>POLICY #</b>	4.100
APPROVED BY: AeHN Board of Directors	<b>ADOPTED:</b>	1/18/2012
	<b>REVISED:</b>	
	<b>REVIEWED:</b>	