

CHARTER
HIT Standards Committee

Authority

The American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. 111-5), section 13101, among other provisions, adds a new section 3003 to the Public Health Service Act (PHSA), which establishes the HIT Standards Committee. The HIT Standards Committee is governed by the provisions of the Federal Advisory Committee Act (FACA) (Pub. L. 92-463), as amended, (5 U.S.C. App.), which sets forth standards for the formation and use of federal advisory committees.

Objective and Scope of Activities

The HIT Standards Committee (also referred to as the "Committee") is charged with making recommendations to the National Coordinator on standards, implementation specifications, and certification criteria for the electronic exchange and use of health information for purposes of adoption, consistent with the implementation of the Federal Health IT Strategic Plan, and in accordance with policies developed by the HIT Policy Committee.

The Committee shall ensure an opportunity for the participation of outside advisors in the Committee's activities, including individuals with expertise in the development of policies for the electronic exchange and use of health information, including in the areas of health information privacy and security.

Description of Duties

The HIT Standards Committee shall, among other duties, recommend to the National Coordinator standards, implementation specifications, and certification criteria that have been developed, harmonized, or recognized by this Committee.

The Committee may recognize harmonized or updated standards from an entity or entities for the purpose of harmonizing or updating standards and implementation specifications in order to achieve uniform and consistent implementation of the standards and implementation specifications.

In the development, harmonization, or recognition of standards and implementation specifications, the Committee shall, as appropriate, provide for the testing of such standards and specifications by the National Institute of Standards and Technology under section 13201(a) of ARRA.

In addition, the standards, implementation specifications, and certification criteria that the HIT Standards Committee recommends shall be consistent with the standards for information transactions and data elements adopted pursuant to section 1173 of the Social Security Act.

Agency or Official to Whom the Committee Reports

The Committee advises the National Coordinator.

Support

The Office of the National Coordinator (ONC) provides management and support services for the Committee.

Estimated Annual Operating Costs and Staff Years

Estimated annual cost for operating the Committee, including compensation and travel expenses for members but excluding staff support, is \$1,200,000. Estimated annual person-years of staff support required are four, at an estimated annual cost of \$400,000.

Designated Federal Officer

The ONC has a full-time Federal employee who will serve as the Designated Federal Officer (DFO), and will attend each Committee meeting and ensure that all procedures follow applicable law and HHS General Administration Manual directives. The DFO will approve and prepare all meeting agendas, call all of the Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Committee reports. The DFO or his/her designee shall be present at all meetings of the full committee and subcommittees.

Estimated Number and Frequency of Meetings

Committee meetings may be held up to twelve (12) times per

year. A quorum is required for any meeting; the majority of those members appointed to the Committee as of the date of the meeting constitutes a quorum. Meetings are open to the public except as determined otherwise by the Secretary of the Department of Health and Human Services in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the FACA. Notice of all meetings shall be given to the public in accordance with applicable laws.

Duration

Continuing.

Termination

The term of the Committee shall be continuous. The Committee is exempt from section 14 of the FACA pursuant to section 3003(d) of the PHSA.

Membership and Designation

The HIT Standards Committee shall not exceed thirty (30) voting members, including a Chair and Vice Chair, and members are appointed by the Secretary with input from the National Coordinator. Membership of the Committee shall at least reflect providers, ancillary healthcare workers, consumers, purchasers, health plans, technology vendors, researchers, relevant Federal agencies, and individuals with technical expertise on health care quality, privacy and security, and on the electronic exchange and use of health information and shall represent a balance among various sectors of the health care system so that no single sector unduly influences the recommendations of the Committee.

Non-federal members of the Committee shall be Special Government Employees, unless classified as representatives.

Members will serve three-year terms, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of such term. A member may serve for up to 180 days after the expiration of the member's term or until a successor has taken office. Less than the full Committee may convene to hold hearings to gather information, conduct research, analyze relevant issues and facts in preparation for a meeting, or draft position papers for deliberation by the Committee.

Subcommittees

Subcommittees may be formed, comprised of members of the parent Committee and other experts as appropriate, with the approval of the National Coordinator or his/her designee. The subcommittees must report back to the parent Committee on issues relevant to their work or other priority areas. The subcommittees shall not provide advice directly to the Department, including the National Coordinator. The Department's Committee Management Officer (CMO) will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated number of meetings.

Recordkeeping

The records of the Committee, established subcommittees, or other subgroups of the Committee, shall be managed in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date

Date

Charles E. Johnson
Acting Secretary