

International Federation of Health Records Organizations

16th Congress and General Assembly of IFHRO

Milan, Italy
Milan International Conference Centre

Minutes of Meetings held Monday, November 15, 2010 – 0930 hours

IFHRO Executive Present:

Lorraine Nicholson	England, President
Margaret Skurka	USA, President-Elect
Darley Petersen	Denmark, Membership Committee
Angelika Haendel	Germany, Regional Director - Europe
Vicki Bennett	Australia, Regional Director - Pacific
Gemala Hatta	Indonesia, Regional Director – South East Asia
Marci MacDonald	Canada, Regional Director - Americas

Regrets:

Robert Wamalwa	Kenya, Regional Director - Africa
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Membership in Attendance:

Leonardo le Pietra, Italy
Ramon Romero Serrano, Spain
Stuart Green, England
Rita Bowen, USA
Veronica Miller-Richards, Jamaica
Ingela Frojdh, Sweden
Cameron Barnes, Australia
Yukiko Yokobori, Japan
Gail Crook, Canada
Tamara Stefanits, Canada
Val Alston, Canada
Carol Adams, Canada
Josephine Raw, Australia
Christine Boldac, Canada
Janice Bryan, Jamaica
Alan Dowling, USA
Lilly Widjaya, Indonesia
Aimin Liu, China
Tan Xing Yao, China
Ma Jiarun, China
Liu Xing, China
Liu Chu Ling, China
Kathleen Addison, Canada
Karanne Miller Lampton, Canada
Ulli Hoffmann, Germany
Wybe Dekker, Netherlands
Marcel Van De Haagen, Netherlands
Laxman Paudal, Nepal

Irene Bohlin, Sweden
Carol Lewis, USA
Phyllis Watson, Australia
George Kennedy, Oman

25 Observers in attendance.

- 1) The meeting was called to order by President Lorraine Nicholson at 0930 hours, and all were welcomed. The Executive Committee introduced themselves, and then all in attendance did the same.
- 2) The agenda was approved, and Marci MacDonald, Canada, was appointed Rapporteur.
- 3) Minutes from the General Assembly held on May 27, 2007 in Seoul, Korea, were approved as precirculated.
- 4) **President's Report**
Lorraine Nicholson reviewed IFHRO's history, and welcomed Sweden to the meeting as a re-joining country, and also shared that Sweden hosted the very first IFHRO meeting. Also, a warm welcome was extended to our newest country member, Spain. She explained IFHRO's strategic alliances, reviewed the plans for on-line membership payments, and thanked Angelika Haendel for her excellent work on the Global News Publication. All were encouraged to send articles for publication. AHIMA was thanked for their ongoing support of IFHRO, and in particular their recent undertaking of hosting the IFHRO website. Carol Lewis was thanked for reviewing the election process with the National Directors yesterday, and along with Ulli Hoffman and Phyllis Watson – thanked for agreeing to act as scrutineers for the elections taking place later today.

Lorraine reviewed the recent meetings attended, and reported on who attended on behalf of IFHRO.

To view a complete copy of Lorraine's President's Report, please see same posted on the IFHRO website.

- 5) **Review of IFHRO Goals, Accomplishments and 5 Strategic Initiatives**
Lorraine Nicholson presented a detailed report on the above. Attendees were encouraged to visit the IFHRO Website for access to the full presentation. A copy will be attached to these minutes at time of circulation.
- 6) **Financial Report**
Financial Reports were circulated and reviewed by Margaret Skurka, who additionally echoed Lorraine Nicholson's earlier thanks to AHIMA for supporting IFHRO teleconferences by permitting us to utilize their teleconference network, thereby eliminating this cost. Executive Committee Meetings are held in conjunction with a National HIM Conference, so that benefit can be gained by attending the HIM Conference,

as well as offering an international presentation opportunity to the conference, by the Executive Committee members. Overall, we are running a a very tight budget, but managing it well.

7) **Report from Membership Team**

Darley Petersen, Denmark, Chair of the Membership Team, then did an excellent presentation on work to date and global representation.

Question – Can you send on Global News to other HIM’s that are not aware of IFHRO?

Answer – Most definitely! All in attendance were encouraged to do so. There are 3 Global News Publications produced annually, and IFHRO can only benefit by sharing with others interested in our work.

8) **Report from Communications**

Angelika Haendel, Germany and Editor of the Global News presented an excellent report on her work to date, and explained that approximately 50 megabytes of memory are utilized when creating this electronic publication.

Question – Will you accept regional reports for publication?

Answer – Most definitely – Yes!

9) **Report from WHO-FIC/IFHRO Collaborative**

Margaret Skurka, USA and WHO-FIC Co-Chair reported on the work of this committee to date. Joon Hong, Korea and Marci MacDonald, Canada, are also IFHRO members supporting the work of this group, and sit as active participants. A comprehensive overview of same was presented. All in attendance were encouraged and challenged to look for ways to apply the work done by this committee to their own HIM’s within their countries and regions.

The Information Sheets developed by the WHO-FIC/IFHRO Committee were reviewed, and all were made available today as hand outs. Also, they are available on both the IFHRO and WHO websites. These are free to use and adapt to any country interested in utilizing them. WHO Representatives will be demonstrating the new ICD-10 coding training web-based tools, that have been developed by this team, and trialed and implemented by member WHO countries. All of these tools are free to use. There is an investment of approximately 40 hours time required to go through and complete this training tool on line.

10) **Report from European Regional Team**

Angelika Haendel, Germany, reported that there are 47 countries in Europe, and 9 are represented on IFHRO. Angelika went through the member countries, and introduced their Director and Alternate Directors. She discussed the mission of the European

Regional Team, chaired by Lorraine Nicholson. This group was founded in 2000 in Melbourne, Australia. Future goals were reviewed, with a focus on bringing the Eastern European countries on board with IFHRO.

11) **Proposed Amendments to the IFHRO Constitution**

Lorraine Nicholson reviewed the following proposed changes to the Constitution:

- i) To change the name of International Federation of Health Records Organizations to International Federation of Health Information Management Associations

Comments from Delegates –

- Some countries still use “record” in their name. Don’t want to dis-enfranchise these countries.
- Should have a bi-line (ie. Formerly known as IFHRO) for a period of time, so that “records” would still appear somewhere
- Is “Federation” still the appropriate term to use? All agreed it was.

- ii) Once the above is approved, “record” throughout the constitution will be replaced with “health information management”.

Comments from Delegates –

- concerning Article II (e), suggestion to change “promote the use of the” to “promote the appropriate and effective use of technology”

- iii) Remove Section 2.
- iv) As per suggestion yesterday, Alternate Director will now be replaced with Deputy Director.
- v) Throughout the constitution, Executive Committee will be replaced with Executive Board.
- vi) Section 7 – any category of member can attend the Congress. Also, to reiterate that a National Association must have dues paid up to date, in order to be eligible to vote at the Congress.
- vii) Page 5 – National Member Associations are responsible for the nominations of their National Director and Deputy.
- viii) Article V – The number of Board Members will change, as explained yesterday. There are now 5 Directors, with the merging of the Africa and Eastern Mediterranean regions.
- ix) To add Past-President role, to ensure consistency and continuity to IFHRO, plus increasing the Board workforce. To hold this position for at least 1 year. After 1 year, the Past-President is not obliged to remain on the Board, but may volunteer to do so. The IFHRO budget will not finance the Past-President role, but rather the PP’s member country or the individual themselves.

- x) Section 4 – Business between meetings, to clarify submitting reports to the Board.

The final voting for the constitution will be done via an e-mail ballot, in order to ensure votes are received by any member country not in attendance today.

12) **Ballot for IFHRO Executive Board**

Carol Lewis, ballot lead scrutineer, asked each country National Director to identify themselves. Ballots were then handed out by assistant scrutineer, Ulli Hoffmann.

Carol explained the ballot to all. President has already been decided – Margaret Skurka from the USA. President-Elect as well – Angelika Haendel.

6 other names were on the ballot as Regional Director Nominations, and 5 of these were to be selected, marking choices with an X.

Sallyanne Wissmann, Australia
Marci MacDonald, Canada
Yukiko Yokobori, Japan
Joon Hyun Hong, Korea
Lourdes Palapal, The Philippines
Stuart Green, United Kingdom

After completion of voting, the completed ballots were collected by assistant scrutineers Ulli Hoffmann and Phyllis Watson, who along with lead scrutineer, Carol Lewis, left the room to count the ballots.

13) **Bids for 2013 Congress**

Two bids were presented, Canada and China. Same were presented to all, the first country being Canada – due to alpha order.

Val Alston, Board Chair of the Canadian Health Information Management Association introduced the Canadian team, to present the bid for the 17th Congress in the city of Montreal, province of Quebec.

Liu Aimin of the China Medical Record Association introduced the Chinese team, to present the bid for the 17th Congress in the capital city of Beijing.

Once presentations were completed, ballots were handed out by Ulli Hoffmann and Phyllis Watson, as Carol Lewis explained that each ballot should be marked 1 for the first choice, and 2 for the second choice.

Results of all voting to be presented later in the day.

14) **Recognition and Awards**

Presented by IFHRO President, Lorraine Nicholson, presented awards of Honorary

Membership to past IFHRO Presidents Ulli Hoffmann and Carol Lewis for “earning exceptional merit in furthering the goals and interests of the Federation”. Both were surprised by the honor, and graciously accepted same.

Lunch Break then ensued from 1300 – 1430 hours.

15) **Voting Results for IFHRO Executive Board**

Lorraine reconvened the meeting, and announced the results for the Board for the years 2010 to 2013.

President	Margaret Skurka, USA
President- Elect	Angelika Haendel, Germany
Regional Directors	Sallyanne Wissmann, Australia
	Yukiko Yokobori, Japan
	Joon Hyun Hong, Korea
	Stuart Green, United Kingdom
	Marci MacDonald, Canada

The first meeting of the newly appointed board will be Wednesday, November 17th, at 12 noon, here in the Milan Conference Centre.

All in attendance were asked to ask their National Associations to put forth members to sit as future Board Members, as we love to have new partners and ensure global representation.

16) **Voting Results for the 17th Congress in 2013**

Lorraine announced that the successful country was Canada.

Both bidding countries were thanked for their excellent presentations, and China was encouraged to put forth a future bid.

17) **Break Out Sessions**

Three break out groups were then convened to look at the following IFHRO Strategic Directions.

Needs of Developing Countries

Lily Widjaya	Indonesia
Christine Bolduc	Canada
Val Alston	Canada
Janice Bryan	Jamaica
Divya Bhati	India
Lui Aimin	China
Darley Petersen	Denmark
Yukiko Yokobori	Japan
George Kennedy	Oman

Electronic Health Record

Elise Garmelia	Indonesia
Stuart Green	England
Tamara Stefanits	Canada
Lynette Czarkowski	USA
Naoshige Takizama	Japan
Cameron Barnes	Australia
Rita Bowen	USA
Sandy Bissen	USA
Francis Kiribagarm	Qatar
Veronica Miller-Richards	Jamaica
Ok-Nam Kim	Korea

Data Quality

Sari Mawar	Indonesia
Carol Adam	Canada
Igela Frojdh	Sweden
Irene Bohlin	Sweden
Josephine Raw	Australia
Kathleen Addison	Canada
Anna De Benedetti	Switzerland
Angelika Haendel	Germany
Gail Crook	Canada
Sandy Fuller	USA

- a) Lynette Czarkowski, USA reported back on behalf of the Electronic Health Record Group.

The question they focused on was “How would you describe EHR initiatives in your country?” The responses were quite diverse, some being more advanced than others. There seems to be a nationwide effort for deployment, and half of the participants had a national initiative. Some components being focussed on are – Patient Safety, Continuity of Care, and Controlling Costs.

The next question was “Does your National Association assist with the EHR?” Most felt that there is not a lot of Association and Government collaboration.

For the question “What skills do HIM’s need, and what contribution can HIM’s make”, the group felt project management, biostatistics, and understanding of classification systems, are key.

Another question asked was “Can IFHRO assist your National Association?” It was thought that IFHRO can assist by making models of different country EHR’s available to all, enhance HIM involvement in EHR creation, share EHR standards for adoption, suggest IFHRO build relationships with other organizations world wide (ie. Informatics groups).

The group also felt that there was a lack of clarity, as to who owns the project, and who owns the electronic record? They also commented that there is a lack of qualified schools to provide educated HIM's. Australia reported that they find it hard to find qualified teachers for HIM programs as well. Canada reported that they work with the national health informatics group, and have begun adding health informatics into their HIM programs. The group also hi-lighted the importance of engaging physicians. The UK shared an example of a downfall in not engaging Physicians early on in the project. Suggested it is best to have the Lead be a Physician. The group felt they did not have enough time to address next steps.

- b) Sandy Fuller, USA reported back on behalf of the Data Quality Group.

The group discussed the issues faced with electronic documentation. They recommended HIM's be involved in system design. They also talked about coding. Issues were raised as to the need for standardized coding and curriculum globally. Also discussed issues from HIM graduation to performance in the workplace. Sweden shared that their doctors code, so now doctors use the coding nomenclature when documenting in their records. In a number of countries doctors do the coding, a shift is to move this to technicians to take on the coding role, and free up the physicians for actual clinical work. It is hoped that this will present employment opportunities for HIM's. Spain reported that this very shift is occurring in their country, but to date there are no HIM programs available. Hopefully this will grow into an educational program.

- c) George Kennedy, Oman, reported back on behalf of the Needs of Developing Countries Group.

Each country has diverse levels of HIM's, and education supporting same. Indonesia talked about the 2009 SEAR Conference and the challenges facing developing countries. In a number of countries, there is no education, no faculty and no recognized profession. The group spoke of setting up a special interest group with IFHRO, so that developing countries can share work between themselves. Also, developed countries can assist their colleagues. This would all be done virtually, to enable wide participation globally.

All were thanked for their participation. Sign up sheets were provided to support ongoing discussion, after the Milan Congress. Members were encouraged to engage other colleagues that may not be present, and ask them to support these virtual groups. All in attendance were encouraged to pick up the various handouts provided at today's meeting.

18) **Recap**

A recap of the day's proceedings was done. The constitution will be approved within 2 months from this date, and conducted via e-mail. A few word-smithing issues will also be worked out. The revised document will be sent to all National Associations, all Directors and Deputies (formerly Alternates). This was agreed to by all in attendance.

19) **Adjournment**

Lorraine Nicholson drew the 16th IFHRO General Assembly to a close at 1600 hours, after reading a card enclosed with the gavel, explaining that it was given to IFHRO in 1976 in Toronto, Canada, at the 7th IFHRO Congress.

Rapporteur, Marci MacDonald, Regional Director, the Americas