

<b>Southeast Michigan Health Information Exchange</b>	<b>Version</b>	FINAL
	<b>Date</b>	9/21/2007
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## Advisory Panel (AP) Charter

	Advisory Panel
<b>Focus</b>	The mission of the Advisory Panel will be to provide expert advice and counsel to SEMHIE, its Governance Council (GC), committees, work groups, task forces and other sub-groups
<b>Objectives</b>	As needed expert advice will be sought nonparticipating as well as from participating organizations on such areas as Financial, Legal, Clinical, Technical, Privacy and Standards issues where outside expertise will be needed to supplement that of the locals
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• The panel members will, as required, produce / cooperate on whitepapers, pilots, reports / briefings for the SEMHIE GC and its various committees, taskforces and work groups.</li> <li>• Panel members may be asked to assist in press briefings, conferences and other public meetings in conjunction with SEMHIE participants.</li> <li>• Advisory Panel members may be asked to provide contacts and to provide letters in support of grants that SEMHIE seeks out.</li> </ul>
<b>Scope</b>	The mission of the Advisory Panel will be to provide expert advice and counsel to SEMHIE on an ad hoc or longer term basis in a frank and open forum counsel to SEMHIE, its GC, committees, work groups, task forces and other sub-groups. This may include, but not be limited to: legal; financial; clinical informatics; privacy & security (national, international); federal/state government HIT; professional association executives with national Healthcare and HIT expertise and contacts; RHIO/HIE best practices, technology, functionality, operations; business-modeling; marketing; communications and prospect contacts.
<b>Assumptions</b>	Each panel member will agree to comply with the following requirements: <ol style="list-style-type: none"> <li>1. To abide by the standards of conduct defined by the GC</li> <li>2. To direct the work group's efforts toward achieving the goals and objectives defined by the GC and SEMHIE Work Breakdown Structure</li> <li>3. To review all meeting materials in advance of each meeting, when these materials are provided in accordance with established timelines</li> <li>4. To attend all scheduled meetings of the work group in person or via teleconference, except in cases of unforeseen or unavoidable schedule conflicts</li> </ol>
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Misrepresentation of SEMHIE goals and objectives</li> <li>• Influence to purchase goods and services from the participants will need to be counterbalanced.</li> </ul>
<b>Boundaries</b>	<ul style="list-style-type: none"> <li>• To be determined on a case-by-case basis</li> </ul>
<b>Stakeholders</b>	The GC will initially determine membership and duration of association.
<b>How the Work Group will Function</b>	Advisory Panel participants may be asked to provide documentation of potential conflicts for resolution by an ethics committee of SEMHIE; other duties will vary. Advisory panel participants will be bound by the rules of conduct of SEMHIE and will report to the Governance Council.
<b>Decision Making Process</b>	Advisory panel participants will be bound by the rules of conduct of SEMHIE and will report to the Governance Council.
<b>Documentation</b>	To be coordinated with Altarum.
<b>Signatures</b>	We will ask members to sign an agreed-upon final version of this charter; the signing of conflict of interest disclosure forms may also be required.