

**NEW YORK eHEALTH COLLABORATIVE  
CHARTER OF THE EDUCATION AND COMMUNICATION COMMITTEE**

**GOAL(S):**

- Identify, educate and engage key stakeholders in support of the vision and goals of NYeC.
- Establish mechanisms to inform and include stakeholders in NYeC activities and incorporate stakeholder input into NYeC policy recommendations on an ongoing basis.

**ACTIVITIES:**

- Identify a broad range of individuals and organizations to collaborate with NYeC informing its short- and long-term agenda and priorities, and to participate in work groups focusing on specific policy and technical issues.
- Provide support for NYeC and other stakeholder organizations to conduct statewide and regional conferences, webcasts and conference calls designed to educate and seek input from health care stakeholders on specific topics relating to the adoption and use of health information technology.
- Develop educational materials, provide materials for and otherwise maintain a website, and disseminate topical publications on health information technology and health information exchange policy and technical issues, including updates on federal, state and private sector activities.
- Coordinate with other NYeC Committees as necessary.

**COMPOSITION:**

- The Committee will consist of representatives of New York State's RHIOs and HSPs, consumer representatives, representatives of associations and groups representing various sectors involved in healthcare (e.g., hospital associations, etc.), and other representatives with expertise relevant to the Committee's activities. One of the members will be an existing member of the Board of Directors of NYeC.
- The Chair of the Committee will be appointed by the NYeC Board, in consultation with the members of the Committee.

## **RULES AND PROCEDURES:**

All Committee meetings may be attended by any member of the Board of Directors of NYeC. The Committee shall be bound by the By-Laws of the NYeC and any other provisions established by the NYeC Board with respect to the Committee.

Meetings of the Committee shall be called by the Chair of the Committee, except that (s)he shall be required to call such meetings if (s)he is requested to do so in writing by the Executive Director of NYeC or a majority of the members of the Committee. The Committee shall meet every other month. In addition, special meetings of the Committee may be called as necessary. A majority of the members of the Committee shall constitute a quorum for the transaction of all business. Action upon matters properly before a Committee may be taken by an affirmative majority vote of the members of the Committee who are present and qualified to vote on such matter, taken at a meeting duly called and at which a quorum is present.

The Chair of the Committee shall cause minutes to be kept of each meeting, which shall be submitted promptly to the Chair of the NYeC Board for recording with the records of the Committee and which shall be available to the public. The NYeC Board and all other interested parties may rely on a certificate of the Chair of the Committee as evidence of any action of the Committee.

## **DEFINITIONS:**

- **Regional Health Information Organization (RHIO):** A multi-stakeholder collaboration comprised of public and private sector stakeholders that are organized for the purposes of enabling the secure and interoperable exchange and use of health information that protects privacy of personal health information and facilitates measurement and reporting of health information to improve health care quality, affordability and outcomes.
- **Health Information Service Provider (HSP):** An organization that provides RHIOs with technical services, including software, hardware, support services and clinical/quality services that facilitate the secure exchange and use of health information, including, measurement and reporting of health information.