Policy of the American Medical Informatics Association (AMIA) on Documents for Circulation, Position Papers and Policy Statements

BY AMIA WORKING GROUPS AND COMMITTEES

AMIA working groups and committees are encouraged to discuss, document, circulate, and publish (in paper or electronic media) articles, views, issues and recommendations for positions and policy of pertinence to health care informatics. However, documents from AMIA working groups and committees cannot be circulated or distributed as working group or committee documents without the approval of the appropriate AMIA administrative body. Thus, a document that is to represent the work or views of a working group must have the approval of the working group and the Working Group Steering Committee, and a document that is to represent the work of a committee of the AMIA board must have the approval of the Board. Further, such documents cannot be circulated or published as AMIA policy, or in a way that might be interpreted as AMIA policy, unless they have been formally approved by the AMIA Board.

Any documents representing the work of an AMIA working group or committee must indicate:

- the originating group, authors and contact person
- the date and version number
- that the document is a draft and not an official document, position or policy, unless formally approved by the AMIA board.

If the document is to bear any indication or implication of an AMIA working group or committee involvement or endorsement, the draft must be submitted to the appropriate administrative body for approval prior to distribution beyond the authors or submission for publication. Review for working group documents must be provided by both the working group and the Working Group Steering Committee, and expedited review can be negotiated if needed. If the document does not reflect AMIA policy or has not been endorsed or approved as AMIA policy, it must include a disclaimer, “The views expressed in this paper are those of the authors and do not necessarily reflect those of AMIA.”

If the document makes recommendations for positions or policy of relevance to AMIA, the document should be forwarded to the AMIA Board for “endorsement” or “adoption.”

Endorsement indicates that the Board supports the policy recommendations and that the recommendations can be circulated as having the endorsement of the Board. The Board may require some modifications before endorsement. Once endorsed, the document should carry the words: “This policy (or position) was endorsed by the Board of Directors of the American Medical Informatics Association on (date).”

Adoption indicates that the recommendations have become policy of AMIA and will be published (in the Journal of the American Medical Informatics Association, JAMIA, and other venues) as AMIA policy. The Board may adopt the recommendations in whole or part and may substantially alter the recommendations. The publication will acknowledge the contributions of its originating authors, with their agreement.

This policy on working group and committee documents and policy statements should be provided to all current chairs of AMIA groups and committees, and to future chairs as they assume their positions.

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APPROVED AUGUST 6, 1997

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