

**NQF Process to Receive Comments on Common Formats
Expert Panel Group A Teleconference
Meeting Summary**

November 6, 2009

Members present: Nancy Ridley, MS; Helen Lau, RN, MHRD, BSN; Shannon Phillips, MD, MPH; Heather B. Sherman, PhD; David C. Classen, MD, MS and Henry Johnson, MD, MPH (Expert Panel Co-Chairs); Liaison Member: William Munier, MD

Others present: Amy Helwig, MD; John Moquin; Debbie Perfetto, Susan Terrillion, Ira Yanowitz (AHRQ); Lisa Vidovic, The Joint Commission; Teresa Wallace, Iowa Foundation for Medical Care.

National Quality Forum (NQF) staff present: Eric Colchamiro, MPA; Melinda Murphy, RN, MS, NE-BC

PURPOSE. The purpose of this meeting was for the group to consider and make recommendations on comments received through the National Quality Forum (NQF) Common Formats commenting tool as of the date of the meeting about Common Formats Version 1.0 Event Descriptions and reporting forms related to:

- Healthcare Event Reporting Form (HERF)
- Patient Information Form (PIF)
- Summary of Initial Report (SIR)

DISCUSSION AND RECOMMENDATIONS. Ms. Ridley commented that it would be useful to have both the Common Formats Event Description item number and reporting form item number on the spreadsheets for each of the topic areas. Ms. Murphy will include both numbers, where there are such, on the spreadsheets that go to the Expert Panel for discussion on November 13. Ms. Ridley also noted that some of the comments triaged to AHRQ do not appear to meet the criteria established by the Expert Panel; these were identified and discussed by the group.

Ms. Ridley asked whether Expert Panel members might be able to listen in on the Patient Safety Organization (PSO) quarterly calls. AHRQ staff responded that they need to reflect on the request and provide a response at a later date.

Comments and recommendations related to all individual items discussed are included on the attached spreadsheet.

NQF MEMBER COMMENT. No comments were offered.

ADJOURN.