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BY AMIA WORKING GROUPS AND COMMITTEES

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- 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

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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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