

HIE Advisory Council Charter

Finalized Arizona Council – June 23, 2022

Finalized Colorado Council – July 14, 2022

Purpose

The Contexture HIE Advisory Council is a multi-stakeholder group of clinicians, state/local government representatives, health plan representatives and other end users of health information exchange (HIE) services who provide valuable clinical and workflow perspectives to Contexture as it develops new products and service offerings for its participants in Arizona and Colorado. The Council advises Contexture staff and its non-profit Board of Directors on ways to develop and improve the use and utility of its services in clinical decision making and patient care, including ways to improve the presentation of data and the integration of services into clinical workflows.

Roles & Responsibilities

- Advise the Contexture Board of Directors and staff regarding the long-term strategic goals and objectives of health information exchange and related service offerings;
- Provide clinical and operational feedback on Contexture programs and initiatives that expand access and use of HIE services, including the quality and utility of data provided to the HIE and its end users;
- Provide a forum for planning and engagement of healthcare stakeholders to promote the adoption of health information technology (HIT) and HIE technologies, and advise on strategies and tactics to encourage expanded clinical participation in the HIE;
- Monitor and evaluate scientific, clinical, and technical trends that impact Contexture's product and service offerings;
- Provide strategic advice and recommendations regarding improvements to existing service offerings or new service opportunities that are aligned with Contexture's non-profit mission
- Advise on strategies and tactics for market research and market outreach to encourage adoption and expanded use of Contexture's products and services;
- Serve as a community planning and advisory body for signature Contexture events, including user groups, conferences and workshops;
- Serve as needed on special Contexture workgroups addressing public health, social determinants of health and related areas; and
- Review and advise on other topics as delegated to the Council from time to time by the Board of Directors.

Council Membership

Any Contexture Participant organization in good standing may nominate a qualified representative from their organization to participate as a member of the HIE Advisory Council. Members shall include licensed practitioners from physical health, behavioral health, dental health, substance use treatment, and long-term, post-acute care organizations or other individuals with related clinical or operational expertise. The Contexture CEO and leadership will appoint members to serve on the Council on a rolling basis.

Council Size

The Council will consist of up to 25 members or as otherwise directed by the Contexture leadership.

Council Term Length & Limits

Council membership terms are two (2) years, provided Council member is a representative of a Contexture Participant that remains in good standing throughout the term. Members may serve consecutive, or non-consecutive, terms with no limit. The initial Advisory Council will be established such that term lengths are staggered.

Council Meetings

The Council shall meet quarterly for approximately ninety (90) minutes or as needed. The frequency and length of meetings may be adjusted based on the business of the Council. Most meetings shall be virtual with the option of holding in person meetings. Council Members are requested to attend no fewer than 50% of scheduled meetings.

Executive Sponsor

The Council is led by Contexture's Chief Business Development Officer (CBDO). The Executive Sponsor is responsible for managing Council membership, including presentation of new member applications to the CEO and Contexture leadership team, distributing the agenda and supporting materials to the Council members in advance of meetings, and other logistics, such as recording the meetings and distributing meeting minutes.

Quorum

A majority of the number of Council members shall constitute a quorum for any meeting of the Council. Each Council member may vote on Council business; members may not vote by proxy. If Council members are unable to attend a Council meeting, they may designate an alternate who will be allowed to participate in the meeting as a guest but will not be allowed to vote on any Council business.

Approval Requirements

A majority of the Council members in attendance at a Council meeting at which a quorum is present shall be necessary for approval of any action or recommendation by the Council.