



Standard Specification for Healthcare Document Formats¹

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1. Scope

1.1 This specification addresses requirements for the headings, arrangement, and appearance of sections and subsections when used within an individual's healthcare documents. This specification will facilitate identification and retrieval of health information in a manner that will enhance the quality and efficiency of health services. Use of this specification in conjunction with XML DTDs (extensible markup language document type definitions) and the EHR (electronic health records) would further enhance efficiency in time and cost. This specification applies across multiple healthcare settings in which healthcare documents are generated, such as hospitals, clinics, skilled nursing facilities, ambulatory care facilities, outpatient surgery centers, and private healthcare providers' offices.

1.2 This specification addresses the headings, arrangement, and appearance of sections and subsections of healthcare documents, however generated (dictation/transcription, speech recognition, touch-screen entry, and so forth) and whether displayed electronically or on paper. It does not address the titles of healthcare documents or the content of sections and subsections.

1.2.1 The author of a healthcare document may choose to summarize subsection information within a general section rather than creating subsections.

1.3 The format and content of patient-identifying data are addressed in Guide E 1384.

1.4 Issues of confidentiality and security are addressed in Guide E 1869, Guide E 1902, Guide E 1762, Guide E 1985, Guide E 1986, Guide E 1987, Guide E 1988, Specification E 2084, Guide E 2085, and Guide E 2086, as well as in Specification E 2147.

1.5 Issues of XML DTDs are addressed in Specification E 2182 and Guide E 2183.

2. Referenced Documents

2.1 ASTM Standards:

E 1384 Guide for Content and Structure of the Electronic

Health Record (EHR)²

E 1762 Guide for Electronic Authentication of Health Care Information²

E 1869 Guide for Confidentiality, Privacy, Access, and Data Security Principles for Health Information including Computer-Based Patient Records²

E 1902 Guide for Management of the Confidentiality and Security of Dictation, Transcription, and Transcribed Health Records²

E 1985 Guide for User Identification and Authorization²

E 1986 Guide for Information Access Privileges to Health Information²

E 1987 Guide for Individual Rights Regarding Health Information²

E 1988 Guide for Training of Persons Who Have Access to Health Information²

E 2084 Specification for Authentication of Healthcare Information Using Digital Signatures²

E 2085 Guide on Security Framework for Healthcare Information²

E 2086 Guide for Internet and Intranet Healthcare Security²

E 2147 Specification for Audit and Disclosure Logs for use in Health Information Systems²

E 2182 Specification for Clinical XML DTDs in Healthcare²

E 2183 Guide for XML DTD Design, Architecture, and Implementation²

3. Terminology

3.1 Definitions:

3.1.1 *alias, n*—heading synonymous with and which shall be replaced by the specified heading. No alias (synonym) shall be used in place of the specified heading. The aliases presented are examples only, that is, no attempt has been made to identify all potential aliases.

3.1.2 *amendment, n*—a correction or addendum to a document.

3.1.3 *author, n*—the person originating content for a healthcare document.

3.1.4 *document, n*—see *healthcare document*.

3.1.5 *format, n*—the arrangement of the content of a healthcare document for display. In this specification, format refers to

¹ This specification is under the jurisdiction of ASTM Committee E31 on Healthcare Informatics and is the direct responsibility of Subcommittee E31.28 on Electronic Healthcare Records.

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² *Annual Book of ASTM Standards*, Vol 14.01.