

Procedures of the Research Committee

Under §1.8.2.e of Healthix Policy

1. Any decision of the Research Committee shall require:
 - a. A quorum of at least 50% of voting members, and
 - b. A majority of at least two-thirds (2/3, or 67%) of the members who vote to approve or reject the application or question.
2. Decisions as to whether to approve an application for use of Healthix data for Research can be made via asynchronous communication among the members, such as by email. For the first year, however, the Committee elects to follow the following process to foster collaborative learning and align decision-making within the committee:
 - a. Applications will be shared electronically with Research Committee members and a synchronous telephonic/webinar discussion date will be set for approximately one week later, or the application will be discussed at an upcoming quarterly meeting.
 - b. After the discussion meeting, the Research Committee will have a one week vote embargo period to allow participant institutions to discuss internally.
 - c. Asynchronous voting will occur in the following week.
3. All other decisions must be made in a synchronous meeting, which can be in-person, electronic, telephonic, or a combination, at the discretion of the Chair.
4. A voting member may proxy his or her vote to another member of the same Participant by notifying the Chair of the Research Committee before the vote.
5. A voting member may appeal a decision of the Research Committee to the Board of Directors, in writing, within five (5) business days after the meeting in which the Research Committee reached its decision. The full Board of Directors or the Executive Committee of the Board of Directors may resolve the appeal.
6. In the event that Healthix Policy permits the use of Healthix data for research by non-Participants, the Research Committee shall review each such application and shall either recommend to the Board of Directors to approve such application or reject it. The full Board of Directors or the Executive Committee of the Board of Directors shall then review the recommendation of the Research Committee and shall determine whether to approve such application.