How you fill out the ballot spreadsheet makes a huge difference to the HL7 team of volunteers who maintain the FHIR spec. Please take a few minutes to read these instructions and do your best to follow them as you complete your ballot. We really want your ballot feedback, but we like it even more when it’s submitted correctly...

**General notes:**
- If at all possible, please submit your comments using the HL7 gForge tracker. ([https://gforge.hl7.org/gf/project/fhir/tracker/?action=TrackerItemBrowse&tracker_id=677](https://gforge.hl7.org/gf/project/fhir/tracker/?action=TrackerItemBrowse&tracker_id=677))
  - Registration is quick and free
  - You’ll have the option of monitoring when comments are made about your item and seeing when it’s scheduled to be resolved and what resolutions are proposed
  - It makes the ballot reconciliation process much easier on HL7 volunteers
- Make sure you use the correct spreadsheet for the ballot you’re submitting
- The hidden columns on the Ballot sheet are hidden intentionally. They are for other types of ballots or for post ballot use. Do not unhide or place content in them.
- Each comment should be an independently resolvable issue - don’t combine multiple issues into one comment unless it’s a single issue that occurs multiple places
- **Format Guidelines:**
  - Cells are pre-set to word wrap
  - Keep in mind that every word you write will be read by many people so please be concise.

**When using a tracker #:**
If you are submitting comments via the gForge tracker fill in these and only these columns:

- **Mandatory**
  - Column K - Vote and Type
  - Column M - Tracker #
- **Conditional**
  - Column L - Subcategory if K - Vote and Type is (NEG) or (A-S)

**When not using a Tracker #:**
If you are not submitting comments via the gForge tracker fill in:

- **Mandatory**
  - One/both of columns H - Resource(s) and/or I - HTML Page Name(s)
  - Column K - Vote and Type
  - Column P - Ballot Comment
  - Column Q - Summary
- **Conditional**
  - Column L - Subcategory if K - Vote and Type is NEG or A-S
- **Encouraged**
  - Column D - Section if applicable
  - Column J - URL
- **If relevant**
  - Column N - Existing Wording
  - Column O - Proposed Wording
Notes on Columns:

- **Column D - Section**
  - Use this to specify the section number(s) related to the comment.

- **Column H - Resource(s)**
  - Must not contain anything other than valid resource names found in the Resource drop-down in gForge or in Appendix I of this document.
  - If the comment applies to multiple resources, separate them with commas.
  - If a change applies to more than 5-6 resources or HTML page names use the "(many)" option in Column I - HTML Page Name(s) instead.

- **Column I - HTML Page Name(s)**
  - Must not contain anything other than valid page names found in the Page drop-down in gForge or in Appendix II of this document.
  - If the comment applies to multiple pages, separate them with commas.

- **Column J - URL**
  - Must only contain one URL which should be a URL from the version of FHIR being balloted. Any additional URLs may be placed in Column P.

- **Column K - Vote and Type**
  - Use the drop down menu to choose from the voting options
  - NEG and A-S votes require an entry in Column L - Subcategory

- **Column L - Subcategory**
  - Must be filled in only if the vote in Column K is NEG or A-S.
  - Use the drop down menu to choose from the subcategory options.

- **Column M - Tracker #**
  - If this is filled, the only populate Column K and, where applicable, Column L.

- **Column N - Existing Wording**
  - Copy and paste the wording from the spec that is of concern/relevance for this comment.

- **Column O - Proposed Wording**
  - Using the Existing Wording as a template, denote the desired changes.

- **Column P - Ballot Comment**
  - Description of concern, question or reason for change.
  - For purposes of WG review state why this change would be beneficial.
  - Should the proposed wording require further comment or clarification enter it following your rationale.
  - Any URLs beyond the URL in Column J may be added here.

- **Column Q - Summary**
  - A mandatory short (50-150 character) description of the proposed change or issue.
  - This will appear as the tracker title of the gForge tracker item. (The title may be edited for clarity prior to posting to gForge.)
Appendix I: List of Resources:


BaseResource  MetadataResource  Account  ActivityDefinition  AdverseReaction_old  AdverseEvent  AllergyIntolerance  Appointment  AppointmentResponse  AuditEvent  Basic  Binary  BiologicallyDerivedProduct  BodySite  Bundle  CapabilityStatement (Conformance)  CarePlan  CareTeam  ChargeItem  Claim  ClaimResponse  ClinicalImpression  CodeSystem  Communication  CommunicationRequest  CompartmentDefinition  Composition  Consent  ConceptMap  Condition  Contract  Coverage  DataElement  DecisionSupportServiceModule  DetectedIssue  Device  DeviceComponent  DeviceMetric  DeviceObservationReport_old  DeviceRequest (was DeviceUseRequest)
Appendix II: List of HTML Page Names

- (NA)
- (many)
- (methodology)
- (profiles)
- (schemas/schematrons)
- administration-module
- argonauts
- backboneelement
- ballot-intro
- base-definitions_old
- book
- cda-intro
- change
- changelists
- clinical
- clinicalreasoning-module
- clincalsummary-module
- comparison
- compatibility
- conformance-module
- conformance-rules
- contributor
- compartments
- cqif-cds-on-fhir
- cqif-knowledge-artifact-distribution
- cqif-knowledge-artifact-representation
- cqif-quality-reporting
- cqif-topics-definitional-resources
- cqif-topics-using-expressions
- credits
- datatypes
- defining-extensions
- diagnostics-module
- diff
- directory
- documentation
- documents
- downloads
- ehr-fm
- element
- elementdefinition
- extensibility
- extensibility-registry
- extras
- financial-module
- fhirpath (fluentpath)
- formats
- foundation-module
- history
- http
- identifier-registry
- iglist
- implementation
- implsupport-module
- index
- infrastructure
- integrated-examples
- json
- license
- lifecycle
- managing
- medications-module
- messaging
- metadatatypes
- modules
- narrative
- ontology-module
- operations
- overview
- profilelist
- profiling
- pushpull
- qa
- rdf
- references
- resourceguide
- resourceclist
- resources
- sc
- search
- secpriv-module
- security
- security-labels
- services
- signatures
- smart-app-launch
- soa
- summary
- support
- terminologies
- terminologies-conceptmaps
- terminologies-systems
- terminologies-v2
- terminologies-v3
- terminologies-valuesets
- terminologies-module
- terminologies-service
- timelines
- toc
- todo
- updates
- usagecontext
- use
- usecases
- validation
- versions
- workflow
- workflow-module
- w5
- xml