

**Health InfoNet of Alabama  
MedlinePlus Go Local Participation Initiative  
Standards – Resource Selection and Indexing  
Revised November 2008\***

Eligibility standards for inclusion in Health InfoNet of Alabama/Go Local database of health services:

- Service can be categorized within National Library of Medicine (NLM) Go Local Service Terms (see [http://www.nlm.nih.gov/medlineplus/golocaldocs/Local\\_Term\\_Definitions.doc](http://www.nlm.nih.gov/medlineplus/golocaldocs/Local_Term_Definitions.doc)).
- Service should have a local presence within Alabama (i.e., a physical location within the state). Local address and phone number are required for inclusion.
- Add separate record for subordinate services of larger facilities (e.g., home health service of a hospital) only if there is some distinct identification of that service in a directory, webpage, or other authoritative source.
- Records are not currently entered for individual health practitioners unless they have a named practice (e.g., Dr. Bob's Orthopedics).
- Credibility – resource or service should ideally be licensed or accredited by some overseeing body, especially if the service includes diagnosis and/or treatment of specific conditions. (See <http://www.amfoundation.org/practitioner.htm> for directories of organizations and accrediting bodies for complementary/alternative practitioners.)
- *Support groups – As of 11/2008, no longer actively sought for inclusion in the database as individual records. Instead, links to online lists of groups, such as that available at <http://www.al.com/healthfit/birminghamnews/> (“Health Calendar”) are included to cover support groups in major cities. [draft]*

Grounds for exclusion or deletion of records from Health InfoNet/Go Local web database include:

- Service provided is not available to general public (e.g., laboratory services available only to oncology professionals)
- Any empirically inaccurate information provided in the resource's website or promotional materials (e.g., stating on a sex education page that the AIDS virus can be transmitted by casual contact)
- Links to inappropriate material from a site (this is subject to personal interpretation, of course)
- Disconnected phone number; incorrect mailing address

Record formatting standards include:

- In general, use the spelled out form of the name of the service in the Name of Site field as opposed to an abbreviated form (Exception: when the name of the service is widely and/or officially known in its abbreviated form or as an acronym – for example, AARP – that version may be used.)
- Directory fields (Name of Site, Address 1 and Address 2, City and Organization) should be in ALL CAPS.

- Do **not** use any **punctuation** marks, such as periods or apostrophes, in the directory fields.
- **Address** – Use the **U.S. Postal Service list of approved abbreviations** for common address formats, such as ST for street and DR for drive. When in doubt, the indexer may verify the address abbreviations by using the USPS Zip Code Finder (<http://www.usps.com/zip4>).
- **Phone number** - **Required** for Alabama Go Local system records. Use the following format: **(123) 456-7890**. (This format also applies to any toll-free numbers. Do not add any descriptive letters or “toll-free” for the toll-free numbers.)
- **Description** – The Description field in Go Local records should be in regular case letters, beginning with a capital letter and ending with a period, even if it is not a complete sentence or even just a word or two.

*(\*Persons responsible for updating standards at October 31, 2008 meeting included Health InfoNet Advisory Board chairman Paul May, members Justin Robertson and Brad Williams and project director Kay Smith.)*