

# HIP Week Activities for Healthcare and HIM Professionals

**Start Planning Today!** Be prepared for HIP Week by getting your superiors involved early! Invite them for a brainstorming meeting and encourage collaborative ideas! Organize a planning committee with representatives from all areas of the department. Divide your committee into teams to handle separate duties (such as Activity Committee, Poster Committee, and Public Relations Committee). Below are ideas to get you started but get creative this is your special week!

**Promote the Week** ahead of time through your organization's intranet site, in-house publications, flyers, tent cards, and e-mail messages.

**Lunch and Learn**—Hold a brown bag lunch and learn for all facility employees, using the PowerPoint presentation found on our website. Use this presentation to educate your workforce and get them excited to celebrate.

**HIP Week Quiz Drawing**—Distribute copies of the quiz and article for HIM professionals. Have employees turn in the quiz for a chance to win a prize in a drawing. Or create an HIM trivia contest, word search, or other puzzles using HIM terms. Websites such as [discoveryeducation.com/puzzlemaker](http://discoveryeducation.com/puzzlemaker) can help you create your own puzzles quickly and easily.

**Conduct Department Tours**—Invite visitors and colleagues explore the HIM department and learn more about the profession. Use staff photos and “tools of the trade” in your facility's newsletter to get this message across. Invite a vendor to demonstrate high-tech industry advancements.

**Display Posters and Flyers** promoting HIP Week events in your department, waiting areas, and other high-traffic locations.

## Celebrate Your Team's Accomplishments

- Recognize stellar staff members and their contributions to HIM by [donating](#) to the AHIMA Foundation in their honor. During HIP Week, AHIMA will recognize [all in-honor donations](#) on our social media, website, and newsletters. They're doing the work – make sure they feel special!
- Have a party for the HIM Department with gifts for everybody.
- Plan a potluck lunch, pizza party, or ice cream social.
- Recognize physicians and other staff who make vital contributions to managing health information at these events.

**Encourage Team Members to Earn Credentials**—HIM professionals serve in a variety of healthcare settings and roles and responsibilities and are expertly trained in management of health information. AHIMA credentials are valuable in the workforce, differentiating professionals from their peers and making a difference in your organization. Encourage team members to work toward earning a credential if they don't already have one, or additional credentials if they do. Credentials are earned through a challenging program of examinations, education, and experience, and maintained through continuous review and education. For more information on AHIMA credentials, visit [www.ahima.org/certification](http://www.ahima.org/certification).