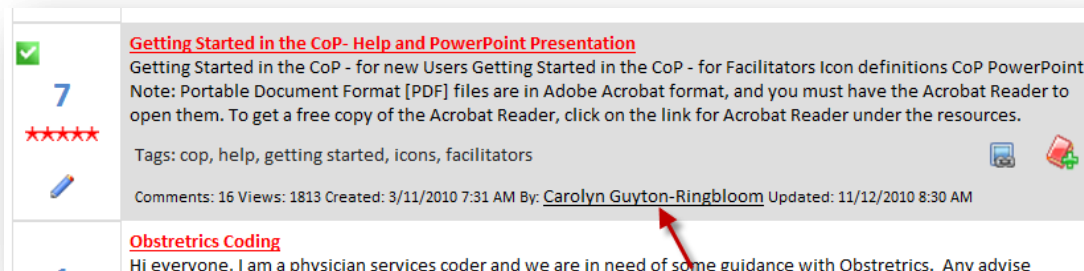


Getting Started in the CoP—Contacting Your Peers and Searching for Members

Do you want to reach out to other members in the AHIMA Communities of Practice (CoP)? Nothing could be easier! Read the following to discover two ways to contact your peers.

Within a Community:

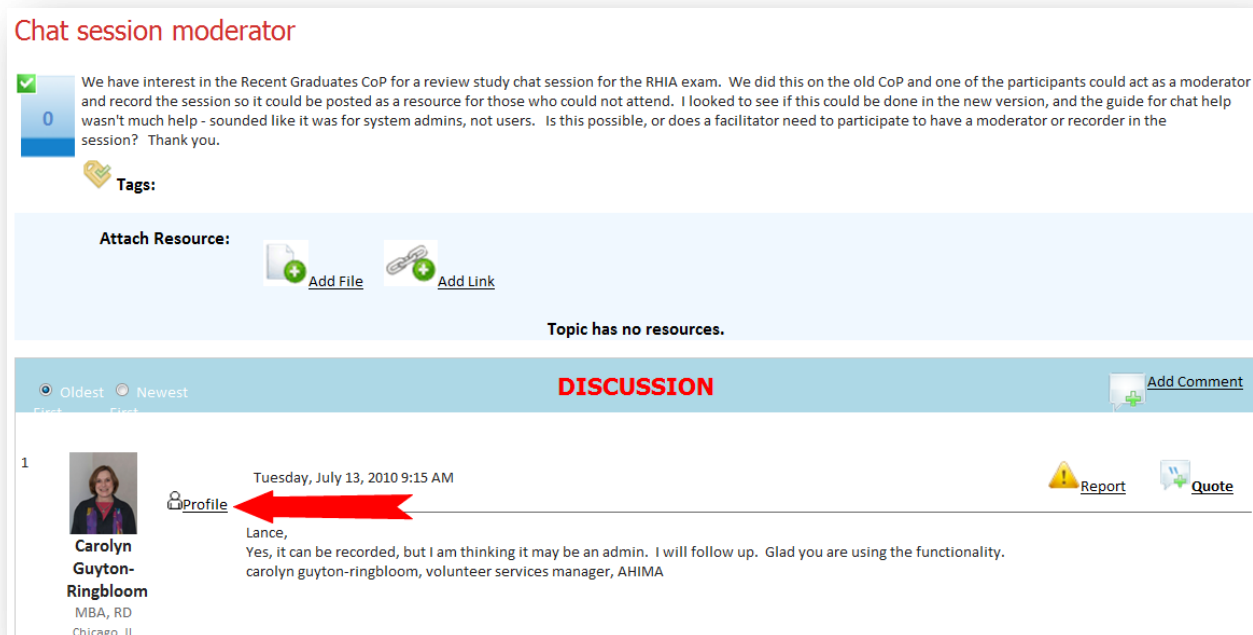
1. To contact a member who created a topic, select the member's name.



Getting Started in the CoP- Help and PowerPoint Presentation
 Getting Started in the CoP - for new Users Getting Started in the CoP - for Facilitators Icon definitions CoP PowerPoint
 Note: Portable Document Format [PDF] files are in Adobe Acrobat format, and you must have the Acrobat Reader to open them. To get a free copy of the Acrobat Reader, click on the link for Acrobat Reader under the resources.
 Tags: cop, help, getting started, icons, facilitators
 Comments: 16 Views: 1813 Created: 3/11/2010 7:31 AM By: [Carolyn Guyton-Ringbloom](#) Updated: 11/12/2010 8:30 AM

Obstetrics Coding
 Hi everyone, I am a physician services coder and we are in need of some guidance with Obstetrics. Any advise

2. In an open topic, you can contact a commenter by selecting the **Profile** link next to the member's name.




Chat session moderator

We have interest in the Recent Graduates CoP for a review study chat session for the RHIA exam. We did this on the old CoP and one of the participants could act as a moderator and record the session so it could be posted as a resource for those who could not attend. I looked to see if this could be done in the new version, and the guide for chat help wasn't much help - sounded like it was for system admins, not users. Is this possible, or does a facilitator need to participate to have a moderator or recorder in the session? Thank you.

Attach Resource: [Add File](#) [Add Link](#)

Topic has no resources.

DISCUSSION [Add Comment](#)

1  [Profile](#) Tuesday, July 13, 2010 9:15 AM [Report](#) [Quote](#)

Lance,
 Yes, it can be recorded, but I am thinking it may be an admin. I will follow up. Glad you are using the functionality.
 carolyn.guyton-ringbloom, volunteer services manager, AHIMA

You can open the member's profile by choosing their name or the **Profile** link. If the member has provided personal information, it will appear on the screen.

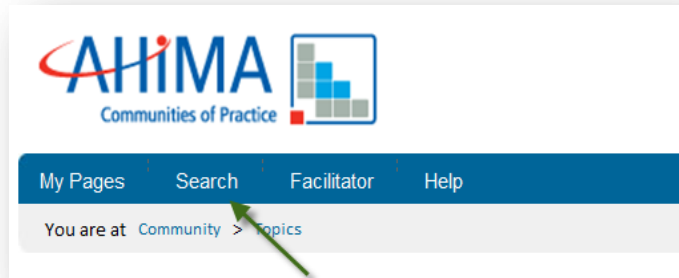
To contact the member, use the **E-mail Member** box on the bottom right side. Select your message subject and then type your message. Your name and e-mail address will appear for your benefit. Send a copy of the message to yourself by choosing the **Send Myself a Copy** box.

The screenshot displays a web interface with several sections:

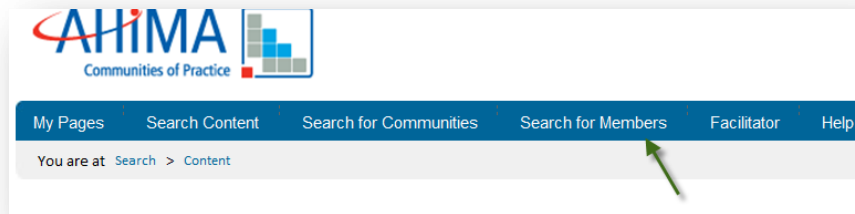
- Member's Communities:** A table listing various communities with columns for Name, Type, Facilitators, and Member Status. A red arrow points to the 'Member's Profile' link in the header.
- Profile Information:** A sidebar for Carolyn Guyton-Ringbloom, including a photo, a bio, and contact details like 'MBA, RD Business Address' and 'Email: carolyn.guyton-ringbloom@ahima.org'.
- Email Member:** A form to contact the member, with a note: 'This communication will be sent to the member using your name and email address as the sender.' It includes fields for 'Email', 'Name', 'Subject: * required', and 'Message'. A checkbox for 'Send myself a copy' is also present.
- Member Contributions:** A list of posts with titles like '2004 Code of Ethics Upcoming Revision' and 'Getting Started in the New CoP - Help Guides, PowerPoint, Facilitator Role Document'. A red arrow points to the text 'E-mail member and s/he can respond directly to you.' near the first contribution.

Member Search

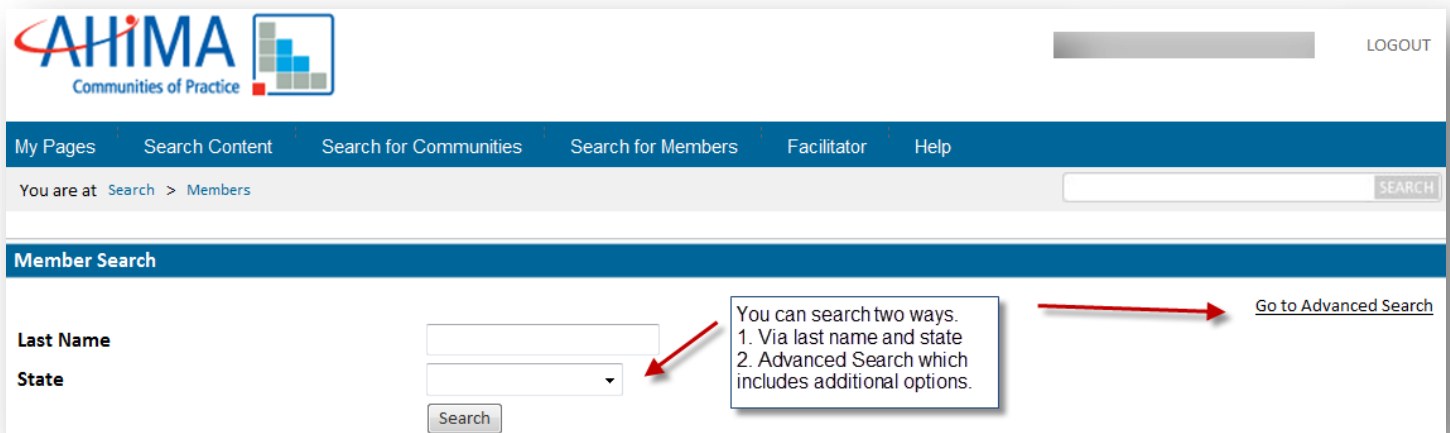
Choose **Search** from the top toolbar.



Then select **Search for Members**.



You can search for a member two ways. Search by last name and state, or use the **Advanced Search** link for more options.

A screenshot of the AHIMA Member Search page. The top navigation bar is blue and contains the following items: 'My Pages', 'Search Content', 'Search for Communities', 'Search for Members', 'Facilitator', and 'Help'. The 'Search for Members' item is highlighted. Below the navigation bar, a breadcrumb trail reads 'You are at Search > Members'. A search bar is visible with a 'SEARCH' button. The main content area is titled 'Member Search' and contains two input fields: 'Last Name' and 'State'. A 'Search' button is located below these fields. A callout box with a red arrow pointing to the 'State' field contains the text: 'You can search two ways. 1. Via last name and state. 2. Advanced Search which includes additional options.' A red arrow points from the callout box to a link labeled 'Go to Advanced Search'.

In **Advanced Search** you can find members based on **community, name, city, state,** or **Job Level Category** or **Job Setting**. Highlight a category and then use the arrow keys to move it into the Search Criteria. Next, press the **Search** button.

Member Search

Community: [Dropdown]
 First Name: [Text]
 Last Name: [Text]
 City: [Text]
 State: [Dropdown]
 Zipcode: [Text] in a range of: [Exact]
 Area Code: [Text]

Job Level Category

- Clerical / Administrative Support
- Clinician
- Consultant
- Director / Officer
- Educator
- Executive / President / Vice President
- HIM Technician Role
- Manager / Supervisor
- Not Currently Working

Search Criteria

Job Setting

- Acute Care Hospital
- Ambulatory Surgery Center
- Behavioral / Mental Health
- Clinic / Physician Practice
- Consulting Services
- Educational Institution
- Home Health / Hospice
- Integrated Healthcare Delivery System
- Long-term Care

Search

Find the person you would like to contact. Choose the person's icon on the right. The member's profile will pop up along with the e-mail message box. (See screen shot on page 2.)

Member Search

[Search Again](#) Alpha Ascending 10 Go

Last	First	State	View
	Stephanie	TX	
	Ericka	TX	
	Melba	MS	
	Sharon	MD	
	Elizabeth	AL	
	Carolyn	IL	

1 Total: 6 members