

## Suggested Activities for Healthcare and HIM Professionals

**Start Planning Today!** Start your week by getting your superiors involved! Solicit them for ideas. Set up brainstorming meetings. 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 some ideas to get you started, but use your imagination and enthusiasm to create your own 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 websites.\* Use this presentation to educate your workforce.

**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. Web sites such as [puzzlemaker.discoveryeducation.com](http://puzzlemaker.discoveryeducation.com) can help you create your own puzzles quickly and easily. See this brochure or our Web site for prize suggestions.

**Conduct Department Tours**—Let visitors and colleagues know what the HIM department does. Use staff photos and “tools of the trade” to get your message across, and include this information in your facility's newsletter. 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 the contributions of staff with commemorative items offered by AHIMA and CHIMA.
- 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.

## Suggested Activities to Reach Out to the Public and Community

**Community Seminars**—Hold an educational seminar for members of your community using the PowerPoint presentation found on our websites.\*

- Distribute and discuss the quiz and article for the public.
- Have attendees turn in the quiz for a chance to win a prize in a drawing.

**HIP Week Lobby Display**—Using the information in this kit, set up an HIP Week lobby display. Photocopy the article and quiz for the public as handouts. Use the HIP Week posters and balloons for a display.

**Local Media Coverage**—AHIMA sends a HIP Week press release to national trade media. To get the word out to local media, use the sample press release template available on our websites.\*

- To find your local media contacts, go to [capwiz.com/ahima/dbq/media](http://capwiz.com/ahima/dbq/media).
- In Canada, contact your local radio station and newspaper publisher.
- Provide the materials in this kit as a starting point for reporters.
- Provide a tour of your facility to the media and community officials.

**Contact Guidance Counselors** at your local high schools and colleges and offer to give a presentation and provide recruitment materials. Information on the HIM profession can be found at [ahima.org/careersinhim](http://ahima.org/careersinhim) or [echima.ca](http://echima.ca).