

# AHIMA Instructor Resources

## Accessing Instructor Materials

Many AHIMA books are supplemented with instructor resources to facilitate classroom use. These instructor resources include sample such items as syllabi, instructor guides, answer keys, test banks, and Power Point slide sets. The files for these resources are housed in the Assembly on Education Community of Practice and are not openly posted on the Web. Here's how you can find and access these materials.

### **AHIMA Members:**

If you are an instructor at a CAHIIM-accredited institution or other academic institution, you may be eligible to join the Assembly on Education Community of Practice.

### **Joining the AOE CoP:**

The Assembly on Education Community of Practice is a private CoP due to the sensitive nature of materials stored on this CoP. AHIMA members wishing to be added to the CoP must meet one of the following criteria:

- Actively teaching in a HIM accredited program (full time, part time, or adjunct)
- Actively teaching in an approved Coding program (full time, part time, or adjunct)
- Actively teaching in a program that fulfills the purpose of providing *academic instruction*\* to students interested in learning about the field of health information management

Faculty wishing to be added to the AOE CoP must be vetted by their program director. Please submit a request to join to your local program director. The program director will send an e-mail to the Director of Education at AHIMA identifying you as an active member of the faculty of their program and requesting that you be added to the AOE community. We are unable to add faculty directly without the vetting process.

\* Corporate trainers and private coders providing instruction in a business setting or for continuing education are directed to join the **Coding Education** CoP.

### **Once you have become a member of the AOE CoP, there are two ways to access materials:**

1. (Recommended) Through our online bookstore. First, log onto myAHIMA, and select Communities of Practice (CoP) from the menu screen. Return to the menu using your browser's back button, and then select Bookstore from the menu options. Using the search box on the left, search for the title of the book; for instance, "Basic CPT." When you click on the image of the book, a larger detail page will come up. Scroll down to the bottom of this page to see the available instructor materials. Click on each desired file to download or open the file.
2. Through the AOE CoP. Log in to the CoP at <https://cop.ahima.org/> or through myAHIMA. From "My Communities," select Assembly on Education. On the AOE home page, use the "Filter" function. From the drop-down menu, select the book you are looking for. Categories are listed alphabetically, and all books are listed under Instructor Materials, as "IM: *Book Title*". The list that comes up will include all instructor materials for that book. Click on the title of the resource to download and open.

### **For non-members or instructors at non-accredited institutions or instructors in professional settings:**

Navigate to the AHIMA Bookstore. The individual book page in the bookstore lists the available instructor materials for that book.

Please fill out a request at <https://secure.ahima.org/contact/contact.aspx> for instructor materials. Please include your name, the name of your school, a verification contact, and the title(s) and edition(s) of the book or books you are requesting. You will receive an e-mail with the instructor materials attached. There may be many attachments, so please provide an e-mail address with a large size limit.

## Requesting Complimentary Copies

AHIMA provides complimentary review copies of AHIMA-published books for adoption consideration to instructors teaching regularly scheduled classes at recognized educational institutions. Instructors who have adopted an AHIMA book for a class are entitled to one desk copy free of charge. You must provide a valid institutional e-mail address (ending in ".edu"). Additionally, the ship-to address must be your educational institution. We will not ship to your home address. Complimentary copies cannot be sent to PO Boxes. Please provide a street address. Textbooks for review cannot be sent outside of North America.

AHIMA will provide one copy each of up to three titles. Since we are a non-profit, we also ask that review copies not adopted be returned in saleable condition to AHIMA's fulfillment center. (See the packing slip that accompanies your shipment for the address.) Please note: Only books published by AHIMA are available as review copies. AHIMA titles are identified by an "A" in the item number (e.g. AB102604, AC200504) or have an ISBN prefix of 1-58426- or 978-1-58426-. CD-ROMs and Audio Seminars are not available for complimentary review.

### ***Non-AHIMA Published Books***

Books from other publishers (product numbers beginning with VB or VC) are not available as review copies. One desk copy of a non-AHIMA published book will be provided upon receipt of a bookstore purchase order.

### ***Publications Not Available***

Only the titles listed on the drop-down menu of the online form may be ordered as complimentary copies. Desk copies of other publications are available to instructors who have already adopted and purchased their student copies through AHIMA. If this is the case, please fill out a request at <https://secure.ahima.org/contact/contact.aspx>.

### ***How to Request a Complimentary Copy***

Go to <http://www.ahima.org/publications> and click on "Educators" and then on "Requesting desk copies and review copies for adoption consideration." You will be prompted to enter your AHIMA seven-digit ID and your first and last name, and then you will be taken to the request form page. Please note that instructors are now required to log in to request complimentary copies. Even if you are not a member of AHIMA, if you have ordered a complimentary copy from us previously, you probably already have an ID number. If you are not sure of your seven-digit ID, please visit <https://secure.ahima.org/Profile/EmailPassword.aspx>. If you do not have a seven-digit ID, one will be created for you the first time you place a request.

Please be advised that we do not offer expedited shipping on complimentary copy requests, so make sure to allow at least two weeks for your order to arrive.

### ***Additional Terms:***

The sending of review copies is at AHIMA's discretion, and AHIMA may limit the number of available review copies.

By requesting a review copy from AHIMA you affirm that all information provided is correct and you agree that you are prohibited, either individually or through third party, from reselling any copies you request and receive for review purposes.