

# Suggested Activities

## Suggested Activities for Healthcare and HIM Professionals

**Start Planning Today!** A good way to begin your week is by getting your superiors involved! Solicit them for ideas. Set up meetings to brainstorm. 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, which can be found on our Web site.\* Use this presentation to educate your workforce.

**HI&T Week Quiz Drawing**—Distribute copies of the enclosed quiz and article for HIM professionals. Have employees turn in the quiz for a chance to win a prize in a drawing. Or, create word search and other puzzles using HIM and HIT terms. Web sites such as <http://puzzlemaker.school.discovery.com> can help you create your own puzzles quickly and easily. See this brochure or our Web site for prize suggestions.

**Hold Tours of Your Department**—Let visitors and colleagues know just what the HIM and IT Departments do. 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.

**Pledge to support** and defend every healthcare consumer's Health Information Bill of Rights. For more information on ways you can show your professional support for the health information rights of every healthcare consumer, visit [www.myphr.com](http://www.myphr.com).

**Display posters and flyers** promoting HI&T 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 and IT Departments 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 Members

**Community Seminars**—Hold a patient safety seminar for members of your community, using the PowerPoint found on our Web site.\*

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

**HI&T Week Lobby Display**—Using the information in this kit, set up an HI&T Week lobby display. Photocopy the “Health Information: Can It Be Both Private and Available” article and quiz for the public to take. Use the HI&T Week poster and balloons for a display.

**Local Media Coverage**—Use the sample press release available on our Web site\* to get the word out to local media.

- To find your local media contacts, go to <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 follow up with recruitment materials.

Information on the HIM profession can be found at <http://healthinformationcareers.com> or [www.echima.ca](http://www.echima.ca).