

Membership

Get the
Most from
Your
Membership

*Leverage
AHIMA's Solutions*

Prepare for
What's Next in HIM

Five Steps to Getting the Most from Your Membership

AHIMA is your professional home. Membership offers information and resources customized to your needs and interests, along with the opportunity to build productive, lasting relationships with peers who understand your issues and concerns. Follow the five steps below to obtain the greatest value from AHIMA membership.

1. Focus on personal and professional goals
2. Know AHIMA benefits and opportunities
3. Identify goals and action steps
4. Connect by design
5. Maximize involvement

Step 1: Focus on Personal and Professional Goals

Planning Template

List your top three personal and professional goals.

Personal:

1.

2.

3.

Professional:

1.

2.

3.

Step 2: Know AHIMA Benefits and Opportunities

Match the value received when you open the right door to the corresponding AHIMA opportunity.

Match the value items with the AHIMA opportunity.

Your Value

1. Be a leader by keeping up with the latest advances and best practices.
2. Influence healthcare issues affecting you and your career.
3. Encounter valuable opportunities to increase skills through Web-based training.
4. Gain professional insight and network with peers from around the world.
5. Build skills through the latest books and audio seminars.
6. Exchange ideas with peers locally.
7. Update personal information and select communication preferences.
8. Increase resources by exploring articles and data.
9. Stay current on the electronic health record and ICD-10.
10. Advance your career opportunities through searching job opportunities.
11. Demonstrate knowledge and expertise.
12. Add professional recognition to your list of accomplishments.

AHIMA Opportunity:

- ___ **Career Assist**
www.ahima.org (under "Schools/Jobs")
- ___ **Public and Government Relations**
www.ahima.org/dc
- ___ **Journal of AHIMA**
(including practice briefs)
- ___ **Campus**
<http://campus.ahima.org>
- ___ **FORE Library**
HIM Body of Knowledge: www.ahima.org
Log in to *myAHIMA*
- ___ **Communities of Practice**
www.ahima.org, log in to *myAHIMA*
- ___ **Certification**
www.ahima.org/certification
- ___ **Component State Associations (CSA)**
www.ahima.org/directory/csa.cfm
- ___ **Volunteers**
www.ahima.org/about
- ___ **Bookstore**
www.ahima.org/store
- ___ **My Profile**
www.ahima.org, log-in to *myAHIMA*
- ___ **HIM Resources**
www.ahima.org/infocenter

Step 3: Identify Goals and Action Steps

Sample Goals

1. Increase professional expertise

2. Keep up-to-date on issues and regulations

3. Demonstrate professional commitment

Sample Action Steps

✓ Attend a face-to-face meeting

✓ Read the *Journal of AHIMA*

✓ Network with peers

✓ Access Advocacy Assistant

✓ Read the latest AHIMA position statements

✓ Attend Team Talk meetings

✓ Take an AHIMA credential exam

✓ Participate in Communities of Practice

✓ Volunteer for a committee

Your Top Three Goals (Personal and Professional)

Goals:

Action Steps: *(list on page 5)*

1.

2.

3.

You may need to leverage more than one opportunity to meet your goal. Use the back to list more.

Step 3: Identify Goals and Action Steps *(cont.)*

Sample Action Steps:

Building Knowledge

- ✓ Award-winning *Journal of AHIMA*
- ✓ *AHIMA Advantage* newsletter and weekly *Advantage* e-alert
- ✓ *Codewrite* e-newsletter available in the Coding Community
- ✓ Network with peers
- ✓ Attend state or local association education programs

Building Skills

- ✓ Books and articles
- ✓ Meetings
- ✓ Web-based training
- ✓ Audio seminars
- ✓ Accredited and approved traditional and distance education

Resources and Tools

- ✓ *Communities of Practice*: choose from 135 communities
- ✓ FORE Library: HIM Body of Knowledge
- ✓ Practice Standard Guides
- ✓ CSA-sponsored publications (example: state specific legal handbooks)

Advancing Professional Interests

- ✓ Health information technology through CCHIT (The Certification Commission for Healthcare Information Technology)
- ✓ Advocacy at the local, state, and national levels
- ✓ Working with national and state legislative and advocacy groups



Step 4: Connect by Design

Consider these tips and techniques designed to help maximize AHIMA membership, achieve personal and professional goals, and maintain a competitive edge. Use this helpful list to design your plan on page 9.

40 Ways to Connect

1. Formalize personal and professional values.
2. Develop annual personal and professional goals.
3. Use goals and values to determine which AHIMA opportunities will deliver the greatest benefit and return for the time and dollars invested.
4. Be honest about how much time you are willing to dedicate, outside normal demands, to achieve goals.
5. Identify key demands (for example, family or other organizations) for which you have prior commitments.
6. Develop strategies you believe will help achieve goals.
7. Share your goals with family members and colleagues to solicit support.
8. Find creative ways to integrate personal, professional, and volunteer activities to maximize time and resources.
9. Practice identifying a tangible result to accomplish in every meeting, activity, or major interaction within the course of a normal work day.
10. Evaluate progress at regular intervals and make adjustments as needed.



Step 4: Connect by Design *(cont.)*

11. Review the table of contents of the *Journal of AHIMA*, *AHIMA Advantage*, or e-alert upon receipt to identify information relative to your goals, and earmark targeted articles.
12. Plan time each week to review www.ahima.org for relevant information.
13. Visit the AHIMA CoP weekly.
14. Join at least three CoPs and visit at least one each week.
15. Make contact through the CoP Search for Members feature to find members with whom you share interests.
16. Initiate a thread on the CoP.
17. Attend key AHIMA meetings on a relevant topic.
18. Mark your calendar to attend the AHIMA annual convention and exhibit.
19. Attend state or local association conferences or the regional AHIMA-sponsored Team Talks meetings.
20. Make a note to review the AHIMA catalog to identify new products and services relevant to areas of interest.
21. When attending a meeting, make sure you make at least two new contacts.
22. Discuss goals through the CoP to obtain suggestions, ideas, and support from other members.
23. When attending a meeting, collect business cards or enter contact information in an electronic organizer.
24. Review all communications from AHIMA to ensure awareness of new information that could affect you and your career.
25. Establish a filing system to organize information gathered relative to your goals.



Step 4: Connect by Design *(cont.)*

26. Review the volunteer committees annually for one that matches your goals.
27. Visit the AHIMA Advocacy Center Web site and send an e-mail or letter to your congressman expressing views on a key issue.
28. Volunteer to attend a local middle or high school career day to present the value of being a healthcare professional.
29. Offer to introduce key speakers at the AHIMA annual meeting.
30. Speak at a local civic group or senior center about the value of maintaining a personal health record.
31. Encourage friends and colleagues to join AHIMA.
32. Contact state association leadership for volunteer and representation activities and lend your expertise.
33. Participate in Association-related surveys and focus groups.
34. Write and submit articles for publication in AHIMA publications, including CSA Newsletters, the *Journal of AHIMA*, *Advantage*, or *P-HIM*.
35. Consider becoming a Coding Roundtable Coordinator at the local, regional, or state level, or volunteering for the Coding Community Council.
36. Become an AHIMA Mentor to student members.
37. Consider doing research and working with the FORE Foundation.
38. Donate to FORE.
39. Add resources or links to the CoP.
40. Author an AHIMA book, be a speaker for an AHIMA audio seminar, present at the convention, or develop Web-based training.





We want every member to feel a connection with AHIMA. In support of this objective, we developed *myAHIMA*, a single place giving members access to preferred web areas with one convenient log-in. Access *myAHIMA* using the log-in box at www.ahima.org.



If you have questions about your membership, e-mail info@ahima.org.