




FORE Library: HIM Body of Knowledge (BoK)

The BoK contains AHIMA-published documents, including *Journal* articles, practice briefs, position statements, *Advantage* articles, job descriptions, and more. It also includes government documents, and other resources of interest to HIM professionals, students, and employers. You can search the BoK separately from the CoP.

Home Page

Action	Description	What You Need to Do
Accessing the Body of Knowledge (BoK) site 	The FORE Library: HIM Body of Knowledge (BoK) is accessible from the AHIMA Web site at www.ahima.org .	<ol style="list-style-type: none"> 1. On the AHIMA home page, enter your AHIMA ID and password in the myAHIMA. 2. Under myAHIMA click on the FORE Library: HIM Body of Knowledge (BoK) icon on the page. 3. You will be in the BoK.
Browse by Topic	Browse the entire contents of the BoK using the HIM Topic Folders on the Main page. This limits your search results to content specific to a subject area.	<ol style="list-style-type: none"> 1. Click on a closed folder icon  to show subfolders. Within each subfolder may be links to content and/or more subfolders. 2. Click on the open folder  to close it. 3. Click on the title of a folder or link to see content on that topic. The list will be sorted by publication date, with the most recently published content appearing first. 4. View each item by clicking on its title. 5. You can bookmark this page! When using Internet Explorer, pull down the Favorites menu at the top of the screen and select "Add to Favorites," then click OK. If you're using Netscape or Firefox, pull down the Bookmarks menu and select "Add Bookmark" (Netscape) or "Bookmark this Page" (Firefox).
Quick Search	A quick search is a full text search of all words in all documents in the BoK. It is a useful way to see quickly whether the BoK has information on a subject. It is most useful when searching less common words (for example, <i>redisclosure</i> or <i>preemption rather than HIPAA</i>), or phrases (for example, <i>accounting of disclosures</i>).	<ol style="list-style-type: none"> 1. Go to the Quick Search box at the bottom of the BoK main page. <ul style="list-style-type: none"> • Enter words or phrases in the text box provided and click the Quick Search button [or hit Enter on your keyboard]. 2. The Search Results page will be sorted by publication date, with the most recently published documents appearing first. If you wish to change the way your results are sorted, you must start your search on the Advanced Search page. 3. To view an article, simply click on the title of the document.
Combining Search Terms (Boolean searching)	You can combine search terms with Boolean operators such as AND, OR, and NOT to refine your searches. A comma is equivalent to a Boolean "OR".	Examples: <ul style="list-style-type: none"> • Entering privacy OR confidentiality OR release of information results in documents containing ANY of the words/phrases <i>privacy</i>, <i>confidentiality</i>, or <i>release of information</i>. • Entering privacy, confidentiality, release of information results in documents containing ANY of the words/phrases <i>privacy</i>, <i>confidentiality</i>, or <i>release of information</i>. • Entering privacy standards AND hipaa AND states results in

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		<p>documents containing ALL of the words/phrases <i>privacy standards</i>, <i>HIPAA</i>, and <i>states</i>.</p> <ul style="list-style-type: none"> • Entering coding NOT reimbursement results in documents containing the word <i>coding</i> by not the word <i>reimbursement</i>. • Note: if you are searching for a phrase that contains a boolean operator, you will need to enclose the phrase with quotation marks. Otherwise, the search engine will treat the boolean term as an operator.
Wildcard Searches	Wildcards allows you to search for variations of words instead of specific words. You can use them for quick or full-text searches.	<ul style="list-style-type: none"> • An * specifies zero or more alphanumeric characters. For example: Entering *disclosure returns documents with words ending with disclosure, such as <i>redisclosure</i> and <i>nondisclosure</i>. Entering manag* returns any documents with words beginning with manag, such as <i>manager</i>, <i>managed</i>, <i>managing</i>, and <i>management</i> • A ? specifies one alphanumeric character. For example: Entering organi?ation returns documents using either spelling, <i>organization</i> or <i>organisation</i>.

Advanced Search Page

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Advanced Search	Advanced Search offers both field and full-text searching, and you can focus your search by using a combination of the two. Searching by fields is the most precise way to retrieve content about which you have some information. On the Advanced Search page, you can also select how you want your results displayed on the Search Results page.	<ol style="list-style-type: none"> 1. From the BoK home page, click on the Advanced Search link in the red bar near the top of the page or below the quick search button. 2. To change how your results display, scroll to "Results Options" at the bottom of the page. Change the number in the "Results per page" box if you want more than 25 results to display per page. Change the "Sort by" box to sort either by the relevancy of the retrieved results or alphabetically by title. 3. Follow the instructions below to conduct an advanced search.
Advanced Search Using Fields	<p>Use the Field Search to specify the author, all or part of a title, source, setting, specialty area, and/or publication date of the content you seek. This is the fastest way to search if you know the document you are looking for.</p> <p>A field search, unlike Quick Search, is looking for exact matches to the words you enter in that field. You cannot enter a series of keywords. A field search does not search the text of an article.</p> <p>The Field Search also allows you to narrow your search by indicating whether the field <i>contains</i>, <i>matches</i>, <i>starts</i>, or <i>ends with the term searched</i>, or <i>the term searched</i>, is a <i>substring</i> of that field. You can enter words in multiple fields for more precise results. However, searching multiple fields increases the chance that some pieces of relevant content will be omitted.</p> <p>Note: Unlike full-text searching, field searches are not case</p>	<p>Use the search operators—the drop-downs next to the field names on the left—to define your results more specifically. The default operator for searching for terms in fields is "Contains".</p> <ul style="list-style-type: none"> • Contains selects documents where the whole word or phrase searched is found within the field searched. For example, type "<i>disclosure</i>" to retrieve all instances of the word disclosure. • Matches select documents where the terms searched are an exact match to the entire field. For example, enter "<i>disclosure of health information</i>" in the title field to retrieve documents where "Disclosure of Health Information" is the exact title. • Starts selects documents where the field searched begins with the terms entered. For example, enter "<i>disclosure</i>" to retrieve all titles that begin with the word disclosure (omit initial articles "A", "An", and "The" when performing a field search). • Ends selects documents where the field searched ends with the terms entered. For example, enter "<i>disclosure</i>" to retrieve all titles that end with the word disclosure.

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	<p>sensitive.</p> <p>See entries below for tips on searching specific fields.</p>	<ul style="list-style-type: none"> • Substring selects documents where the field searched contains a string of text. For example, enter “<i>disclosure</i>” to retrieve all titles that have the string of letters "disclosure" (results would include titles with the words disclosure, redisclosure, and disclosures).
Advanced Search by Title	If you know the title of a document, this is one of the fastest ways to search. You can combine a title search with additional fields or full text to further narrow your search. For example, if you are looking for a <i>Journal</i> article, you can enter part of the title, and select AHIMA Journal from the drop-down in the Source field.	<ul style="list-style-type: none"> • If the title has an initial article (i.e., "The," "A" or "An"), omit it when entering a search phrase. • If you type or copy text into the title field, make sure there isn't a space at the end of the title. • It is not necessary to enter the entire title. Generally, a few words will be sufficient.
Advanced Search by Author	If you are looking for articles and resources by a specific individual or corporate entity, you can use the author search. If you are searching on more than just the first or last name, the author's last name must be entered first. An author search can be combined with other fields or full text to narrow your search results.	<p>To search in the author field, enter the author's last name or last name, first name, or last name, first initial, or the first name. For example:</p> <ul style="list-style-type: none"> • Enter Hughes, or • Enter Hughes, Gwen, or • Enter Hughes, G (<i>note: you must change the field operator to Substring for this search to return results</i>) • Enter Gwen
Advanced Search by Source	Use Source to limit your search results to a particular publication or product.	<p>If you know the source, you can type it in the box on the left; to select a source, choose from those available in the drop-down box on the right.</p> <ol style="list-style-type: none"> 1. Click on the down arrow button to view source options. 2. Use the scroll bar to see all options. 3. Click on the source you wish to search. This will automatically populate your search field with the correct text for finding publications or resources from that specific source.
Advanced Search by Setting	Use Setting to limit your search results to a particular practice setting.	<p>Instead of typing a Setting name, the drop down field on the right side provides you with a list of settings you can use for searching.</p> <ol style="list-style-type: none"> 1. Click on the down arrow button to view settings options. 2. Use the scroll bar to see all options. 3. Click on the setting you wish to search. This will automatically populate your search field with the setting.
Advanced Search by Specialty Area	Use Specialty Area to limit your search results to a particular specialty area.	<p>Instead of typing a Specialty Area name, the drop-down field on the right side provides you with a list of specialty areas you can use for searching.</p> <ol style="list-style-type: none"> 1. Click on the down arrow button to view the specialty areas window. 2. Use the scroll bar to see all options. 3. Click on the specialty area you wish to search. This will automatically populate your search field with the specialty area.
Advanced Search by Publication Date	<p>If you are looking for documents published in a specific month, year, or day, you can use the PubDate field.</p> <p><i>Please note: Some documents in the FORE Library do not have a publication date, so including a publication date in your search may omit some relevant content.</i></p>	<ul style="list-style-type: none"> • Dates must be entered in the following form: m/d/yy. • If you want to search a range of dates, you should use both the From and To date boxes. • If you are searching for documents from a specific year, enter the first day of the year in the From field and the last day of the year in the To field. For example, to find all 2007 publications, enter 1/1/07 in the From field and 12/31/07 in the To field. The same can be done for

Action	Description	What You Need to Do
		searching a specific month.

Search Results Page

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Search Results	<p>The search results page contains the following:</p> <ol style="list-style-type: none"> 1. How many documents matched your search criteria. 2. If there is more than one page of search results, arrows for navigating back and forth through the results pages, and a drop-down box for selecting a particular page number. 3. The criteria you used in searching. This is what is displayed after Current Query. 4. An option to Refine Search results [see below for details]. 5. An option to Save your search results [see below for details]. 6. A results list with author, title, publication date, source, and document description. 	<ol style="list-style-type: none"> 1. Scroll to view the results displayed on the page. 2. Click the next button to view subsequent pages of results. 3. Click on the title of a resource to view the document. 4. Navigate through the results list using the Navigation List.
Refine Search Results	<p>Once you have a list of results following a search, you can refine that list by adding criteria to further limit your search results. The drop-down and text boxes above your results list allow you to refine your search.</p>	<ol style="list-style-type: none"> 1. Select the criteria (title, author, source, full-text, or publication date) by which you wish to narrow your search by choosing from the options in the drop-down box on the left. 2. Enter the criteria (word or date) you want to use to narrow the results. 3. Click on the Refine search button. A new results list will appear. 4. You can refine your results further by repeating the steps above. 5. If the new results are not what you intended, you can use the back button on your browser to reload an earlier list.
Save Search Results	<p>You can save the results of a search so that you do not have to recreate the search if you want to return to the list or to see whether anything new has been added.</p>	<ol style="list-style-type: none"> 1. Click the Save button near the top of any search results page. A pop-up window will appear and prompt for a title for the search. 2. Enter a name for the search. 3. Click OK. You will be taken to your personal My Searches page, where all your saved searches are stored and displayed.

My Searches

Action	Description	What You Need to Do
My Searches Page	Your Saved Searches are listed on this page when you are logged into the BoK.	<ul style="list-style-type: none">• To return to your saved searches at any time, click the My Searches button in the top navigation bar. The My Searches page contains a list of saved searches and options for editing your saved searches.• To see the results of a saved search, click on the link for that search.• To rename a saved search, click on the link for that search, and save the search again under the new name. Remember to delete from your saved searches the search as previously named.• To delete a search, check the delete box and click on the update button. If you check a delete box and decide not to delete, you can either remove the check in the delete box, or hit the reset button to restore the My Searches page to its original state.