





## Basic User Functions in the CoP






### Accessing CoP

Function/Module	Description	What You Need to Do
Accessing the CoP	The Communities of Practice site is accessible from the AHIMA home page.	Consider bookmarking the AHIMA home page for faster access to the CoP.
<b>How to Log in</b>	<p>You log in through myAHIMA – using your <b>AHIMA ID</b> (found on your membership card) and your <b>password</b>, to access the CoP.</p> <p>If you do not remember your log in, and have a valid e-mail address on record, you can use the <b>Forgot My Password</b> Feature.</p> <p>Also, if you don't want to enter your AHIMA ID every time you come to the site from this computer, you can use the <b>Remember Me</b> function – please note, this only works on the computer you are using at the moment when you activate the function.</p> <p>Once you're logged into 'myAHIMA' you can customize your start page and then access CoP (and many other AHIMA members-only areas) with one convenient log in.</p>	<ol style="list-style-type: none"> <li>1. Enter your <b>AHIMA ID number</b> (seven digit number on your membership card). Make sure you include all numbers, including leading zeros.</li> <li>2. Enter your <b>password</b>. <ol style="list-style-type: none"> <li>a. If you have never created an AHIMA password online or otherwise updated your password with AHIMA, your default password is your last name. <i>If you are a long-time member of AHIMA and have changed your last name (due to marriage, for example), your password may still be your last name as originally provided to AHIMA.</i></li> <li>b. If you applied for membership online and created your own password, use that password.</li> <li>c. If you have changed your password through the profile, please use that password.</li> </ol> </li> <li>3. Click the <b>Remember Me</b> check box if you would like to be automatically logged in when you visit in the future. (When using the myAHIMA <b>Remember Me</b> feature, for your security, only your AHIMA ID will be remembered.</li> <li>4. Click the <b>Enter myAHIMA</b> button.</li> <li>5. On the myAHIMA, you can click on the Communities of Practice icon to access the CoP.</li> <li>6. First-time users will see the <i>Terms and Conditions of Use</i>. You will need to click the Accept button before you can enter the CoP for the first time.</li> </ol>
Retrieving Your Password and ID Number	If you don't have your ID number and password, you can have it e-mailed to you through the <b>Forgot My Password</b> feature. Please note, this only works if AHIMA has a valid and current e-mail address on record in your AHIMA Profile.	<ol style="list-style-type: none"> <li>1. Click the <b>Forgot My Password</b> link near the bottom of the Log in box.</li> <li>2. Enter your e-mail address. If the system finds a matching e-mail address, it will e-mail your AHIMA ID number and password to the address you entered.</li> <li>3. Use the information to log in. If an e-mail address match is not found, contact AHIMA Customer Relations to have your e-mail address added to your record (AHIMA cannot look up your password).</li> </ol>

## Personal Page Navigation Icons

Function/Module	Description	What You Need to Do
	<p>Searching for members is easy. You can use Member Search to network to find members in your area of practice, and perhaps to form a CoP with other members with similar interests. <b><i>The member search should not be used for soliciting employment—either by individuals seeking employment or to recruit members for open positions—nor should it be used for advertising products or services.</i></b></p>	<ul style="list-style-type: none"> <li>• Search for a specific AHIMA member or search for groups of members with similar interests, similar job functions, or who work in similar settings.</li> <li>• Make sure you read and understand the Terms and Conditions of Use to ensure you are not using the Member Search inappropriately.</li> </ul>
	<p>Your AHIMA profile contains your contact information, communication preferences and demographic data. Only you and AHIMA can view this information. <b><i>Please note, you will need to re-enter your log in, since this area provides access to your detailed AHIMA profile, which contains confidential information. The additional log in is a safeguard against unauthorized access to your personal information.</i></b></p> <p>Information in your profile allows you to set how you wish AHIMA to communicate with you, and the demographic data collected makes it possible for AHIMA to create aggregated salary surveys, and allow members to find members with similar interests and backgrounds through the <b>Member Search</b> function. You can also change your password and pay your AHIMA membership dues online in the Profile.</p>	<ol style="list-style-type: none"> <li>1. On the AHIMA Profile/Dues Log in page, type your <i>AHIMA ID Number</i> and <i>password</i> (same as CoP log in), and then click the <b>Sign On</b> button. The screen displays the AHIMA Profile information page.</li> <li>2. Review the information. The screen displays a very long page that contains your profile. Scroll to review your profile.</li> <li>3. You can edit your contact information, communication preferences and more: <ul style="list-style-type: none"> <li>• To edit your contact information, click the <b>Edit</b> button. Click <b>Submit</b> when you are finished with your changes.</li> <li>• To edit other sections of your profile, click the appropriate link from the left side navigation links. Click <b>Update</b> button once your changes are made.</li> </ul> </li> <li>4. You can also change your password and pay your AHIMA memberships dues online in this area. When you have finished, make sure you log out.</li> </ol>
	<p>You can search for communities of interest, visit them, and join them all from one page.</p>	<ol style="list-style-type: none"> <li>1. Click on the Join/Visit icon on the top toolbar.</li> <li>2. Click <b>View All</b> to see all communities available, browse alphabetically, or use the keyword search. <i>Note: all state and regional communities are listed under <b>G</b> for <b>Geographic</b>.</i></li> <li>3. Join a community by using the check box under <b>Join</b>.</li> <li>4. Scroll down and click the <b>Join Communities</b> button.</li> <li>5. Return to your Personal Page, click the <b>Refresh</b> key and your new communities will be listed.</li> <li>6. To <b>visit</b> a community, click on the community name. If you are interested in joining, you can click the <b>Join</b> button on the left, top, or bottom.</li> </ol>
	<p>Since all AHIMA members are members of the AHIMA Community, this icon is a shortcut to the AHIMA CoP.</p>	<p>Check here to find out the latest news from AHIMA, frequently asked questions on how to use the CoP site tools, AHIMA resources, and more.</p>

Function/Module	Description	What You Need to Do
 HIM Body of Knowledge	The CoP contains a wealth of information from your peers. If, however, you are looking for authoritative information, go to the FORE Library: HIM Body of Knowledge (BoK), AHIMA's online library of articles and resources including <i>Journal</i> articles, Practice Briefs, position statements and more.	<ul style="list-style-type: none"> <li>Click on the <b>computer icon</b> to access the FORE Library: HIM Body of Knowledge.</li> </ul>
In the News	Find the latest news items related to AHIMA, HIM workforce, e-HIM™, coding and privacy and security. Provided by I Health Beat, this news feed gives you access to thousands of media sources.	<ul style="list-style-type: none"> <li>Click on the topic names to see all the articles available, or click on an article title to read it.</li> </ul>
 Mail	Since CoP mail is local only to the CoP site, you do not need to know a member's external e-mail address. You can simply search by name and location to find them. The CoP mail system includes the ability to contact any AHIMA member, cc: senders, create folders to store e-mails, create an address book, and create distribution groups. Under the <b>Preferences</b> , you can elect to receive a CoP mail notice at your external e-mail address and set up an "out of office" notice. You can also spell check your messages before sending.	<ul style="list-style-type: none"> <li>Become familiar with the tools in e-mail. Click on the <b>Help</b> links and tabs for detailed instructions on how to use the e-mail tools.</li> <li>Use the CoP mail to contact colleagues.</li> <li>Click on preference and then <b>Yes</b> for mail notification.</li> <li>For a new message, <u>once</u> you have finished composing it, you can click the <b>ABC ✓</b> to use the Spell Check.</li> </ul>
 Help	The <b>Help icon</b> provides you with several avenues of help. You can submit a help request using the form provided, access a comprehensive CoP User guide, or notify AHIMA if you have seen a violation of the Terms and Conditions of Use. <i>Also, each module has its own Help content, a link in the top right section. Note you will need to enable pop-up windows in order to view the help instructions for each module.</i>	<ul style="list-style-type: none"> <li>Use the CoP User Guide to become familiar with the CoP tools.</li> <li>Use the Report a Violation if you see any violations in the CoP.</li> <li>Notify AHIMA of errors or problems with the site.</li> </ul>

## Top Toolbar

Function/Module	Description	What You Need to Do
My CoP Bio	This area allows members to create their own mini-biography, including uploading a photo, which other members can see when they access the CoP. People can click on your name where you've posted or submitted an item (such as a thread) and find out something about you. <i>The CoP Bio differs from your AHIMA Profile, because it is viewable by other members. Your CoP Bio should not include your resume or promotional information for businesses or links to personal Web sites.</i>	<ul style="list-style-type: none"> <li><b>Note: When you go to your own CoP Bio, it will list your external e-mail address. However, other members will not be able to see this e-mail address.</b></li> <li>Click <b>Edit Bio</b> to enter your mini bio, so other members can get to know a little about you.</li> <li>Load up a photograph (recommended photo size is 180 pixels high by 150 pixels wide) of yourself.</li> </ul>
Preferences	You can set the time on the pages so it reflects local time and also indicate whether you wish to receive e-mail blasts from CoP facilitators at your external e-mail address.	<ul style="list-style-type: none"> <li>Select your local time zone.</li> <li>Enable or disable the external e-mail preference.</li> </ul>
Practice Rx	This area provides quick HIM and coding-related practice tips and links to source articles in the FORE Library: HIM Body of Knowledge.	<ul style="list-style-type: none"> <li>Check back weekly to see a new tip.</li> <li>Click on the source link to read the entire article.</li> <li>Click on the <b>View Practice Rx Archives</b> to view past tips.</li> </ul>


Function/Module	Description	What You Need to Do
My Communities	Displays a list of the communities you belong to. Allows you to access those communities directly. As a member of AHIMA, you are automatically a member of the AHIMA CoP.	<ul style="list-style-type: none"> <li>• Click on a community name to go to that community.</li> </ul>
Unsubscribe	Use this area to “unsubscribe” from communities. It is on the first link on the top right side under My Communities.	<ol style="list-style-type: none"> <li>1. Check the box for the community from which you wish to unsubscribe.</li> <li>2. Click <b>Unsubscribe</b>.</li> </ol>
In the News	Find the latest news items related to AHIMA, HIM workforce, e-HIM®, coding, and privacy and security. Provided by iHealthBeat, this news feed gives you access to thousands of media sources.	<ul style="list-style-type: none"> <li>• Click on the topic names to see all the articles available, or click on an article title to read it.</li> </ul>
My Links	You can add links to your favorite Web sites. If you have links, you can create categories and assign your links to them.	<p>To add a new link, click on <b>Add Link</b>.</p> <ul style="list-style-type: none"> <li>• Enter a title for the link and the URL. You can also enter keywords and a description, if you wish.</li> <li>• You can create categories two ways: <ul style="list-style-type: none"> <li>• Click <b>Manage Links</b>, then <b>Manage Categories</b>, then <b>New Category</b></li> <li>• Click <b>Add Link</b>, then <b>Manage Categories</b>, then <b>New Category</b></li> </ul> </li> </ul>
Community Discussions	This area on your personal page lists your subscribed threads. The subscription feature allows you to “subscribe” to a thread of interest while in a community’s discussion. You can have new postings in your subscribed thread e-mailed to your CoP mailbox and the thread will also appear on your Personal page, for fast access to it. Once in the thread, you can view all of the community’s threads and messages.	<ol style="list-style-type: none"> <li>1. Go to Community Discussions in your CoPs to subscribe to important threads.</li> <li>2. Click on a thread, and under <b>Thread Options</b>, select <b>Subscribe to Thread</b>.</li> <li>3. The page will refresh and the top link in the <b>Thread Options</b> will now be <b>Change Thread Subscription</b>.</li> <li>4. To unsubscribe, just click the <b>Change Thread Subscription</b> link in the thread, uncheck the <b>Subscribe</b> box and click <b>Update Subscription</b> button.</li> </ol>

Function/Module	Description	What You Need to Do
My HIM Body of Knowledge	You can create shortcuts on your personal page to topics or articles in the BoK you access frequently. Links to topic areas and articles are displayed at the bottom of your personal page in the My HIM Body of Knowledge panel.	<p><b>Subscribe to Topics</b></p> <ol style="list-style-type: none"> <li>1. Click on the <b>Subscribe to Topics</b> link.</li> <li>2. Check the boxes for topics you wish to appear on your Personal page. To review what is in a topic folder, click on the topic name (hit the back button of your browser to return to the topic selection page).</li> <li>3. Scroll down to the bottom and click the <b>Update</b> button to save your selections. The topics will now appear on your personal page, and you will be able to access the articles for this topic directly from your personal page.</li> </ol> <p><b>Subscribe to Articles</b></p> <ol style="list-style-type: none"> <li>1. Click on the <b>Subscribe to Articles</b> link.</li> <li>2. Click on the <b>Add Article</b> link at the top of the page. This will take you to a page where you can enter a title and add the URL to an article.</li> <li>3. Click on the <b>Search for Articles</b> link at the top of the page. This will take you to the BoK home page where you can search for articles.</li> <li>4. When you have the article text in your Web browser, click in the address bar of the browser to highlight the link.</li> <li>5. Copy (Ctrl-C) the URL of the article you wish to link to, click the back button to return to the CoP, and paste (Ctrl-V) the URL into the URL box. <i>Note: Best practice is to use the shorter URLs found by doing field searches on the Advanced Search page.</i></li> <li>6. Add a title (required) and a description (optional).</li> <li>7. Click the <b>Submit BoK</b> button. There will now be a link to this article on your personal page.</li> </ol> <p><b>Subscribe to Community Articles</b></p> <p>You can also subscribe to articles and topics you see listed in the HIM Body of Knowledge areas of any of your communities. For instructions, go to the Community Page section of this document.</p>

Function/Module	Description	What You Need to Do
Search/Advanced Search	Use Search when trying to find resources, links, discussions, and the like in the community you are in or all communities. You can search your communities or all communities with a simple search, and you also have access to an advanced search that allows you to search by feature, keyword, communities, or any combination of the three. This search box appears on all pages.	<ol style="list-style-type: none"> <li>1. Type in a keyword to guide your search. If you want to search using more than one keyword you may want to: <ul style="list-style-type: none"> <li>• Use "<b>AND</b>" between each keyword if you want to find results including your keywords.</li> <li>• Use "<b>OR</b>" between each keyword if you want to find results that include any one of your keywords.</li> <li>• Don't use any of the above to search for a phrase—the system will search for phrases that match exactly what you typed.</li> </ul> </li> <li>2. Select whether you want to search the <b>current community</b> you are in or <b>All Communities</b> within the Web site.</li> <li>3. Click <b>Search</b>.</li> <li>4. The screen displays a list of results. Click a <b>Title/Summary</b> link to go directly to the source of the result. Click a <b>Community: Module</b> link to go to the community page providing the result.</li> </ol>
Notification Management	When activated, this feature notifies you via external e-mail when a new item of interest has been added to any of the CoPs you belong to. You select which features you want update notifications on for all of your communities, and it sends more details in the e-mail notifications (name of item, author/submitter, area it's in) to your external e-mail address. You must provide a valid e-mail address in your AHIMA Profile for this function to work. <i>If you would like to receive notifications of updates for only specific communities, you can do so using the Notifications area in that specific community main page.</i>	<ol style="list-style-type: none"> <li>1. Click on the <b>Notification Management</b> link at the top of the page.</li> <li>2. Select the notification frequency from for each module.</li> <li>3. When finished, click the <b>Set Notifications</b> button. When a new item is added to a selected module in any of your CoPs, an e-mail with a summary of added items will be sent to your external e-mail address.</li> </ol>

## Community Page

Function/Module	Description	What You Need to Do
My Communities	A feature that allows you to move from one community to another without going back to your personal page.	<ul style="list-style-type: none"> <li>• Use the <b>My Communities</b> drop-down to move to another community of which you are a member.</li> </ul>
Related Communities	List of communities related to the community you are in, so you can check to see whether there are other communities you want to join or visit.	<ul style="list-style-type: none"> <li>• If there are related communities, click on the Community Link to see if it is a community you might like to join.</li> </ul>
Search/Advanced Search	You can search all communities or the community you are in with simple search or advanced search.	<ul style="list-style-type: none"> <li>• Use Search when trying to find resources, links, discussions, and the like in the community you are in, or all communities. <i>Note: to search only the communities to which you belong, use Advanced Search, or start the search from your Personal Page.</i></li> </ul>

Function/Module	Description	What You Need to Do
<p>Chat with Peers</p> 	<p>The Chat with Peers feature gives you the ability to communicate with other AHIMA members in real-time. You can control the size and color of fonts on your chat screen. Look for notification of upcoming Chats in the Events section of the community.</p> <p>Both facilitators and members can host chats. To host a chat, contact your community facilitator to schedule a chat.</p> <p>Upcoming chat topics and dates are also listed in this area.</p>	<ul style="list-style-type: none"> <li>• Participate in community chats by clicking in the <b>Chat with Peers</b> box.</li> <li>• Offer to host a chat if you have knowledge you would like to share.</li> <li>• If you are planning to connect to a Chat from work, go to the Chat with Peers a few minutes before it starts and test it to make sure the software works. If you are having difficulty, click the <b>Help</b> link for detailed instructions. Be sure to update the software as recommended when you open the Chat with Peers.</li> </ul>
<p>Resources, News, Links, FAQs</p>	<p>All these areas are categorized and grouped by facilitators to make it easier to find what you are looking for.</p>	<ul style="list-style-type: none"> <li>• Submit sample documents or resources that other members in your community can use.</li> <li>• Check this area to see if there are resources you can use.</li> <li>• Because of space limitations, there are often more documents in each of these modules than can be viewed on the Community page. To view all the resources, click the <b>See All</b> link. You can then view all the resources, or those in a specific category. Just select the category you wish to see from the drop-down menu in the <b>View</b> box.</li> </ul>
<p>Community Notification</p>	<p>Use the Community Notification when you want to be notified about activity in a specific community. <i>Note: In order for this function to work, you must provide a valid e-mail address in your Profile.</i> If you would like to receive notifications for all your communities, see the Notification Management information on your Personal Page to set notifications for all your subscribed communities at once.</p>	<ol style="list-style-type: none"> <li>1. Click on the <b>Notification</b> link at the top of the page.</li> <li>2. Select the notification frequency for each module.</li> <li>3. When finished, click the <b>Set Notifications</b> button. You will now receive e-mails to your external e-mail address when new items are added to the selected modules of this CoP.</li> </ol>
<p>Community Discussions</p>	<p>Community discussions allow members of a community to post or respond to each other's comments or questions at any time. <i>Forums</i> are created by community facilitators as a way of "grouping" the discussion threads into relevant clusters. <i>Threads</i> are specific subjects or discussion topics within a forum. When new posts have been added to a thread you have read, or when a new thread has been added, "# New Posts!" will appear in red next to the thread title. Once you have read a thread, the new posts message will disappear. This will allow you to keep track of the threads you have read, and also alert you when new posts have been added to a thread previously viewed. When you are in a thread, new postings have the word "New!" in red next to the subject line.</p>	<ul style="list-style-type: none"> <li>• Become familiar with the features of this popular CoP function. Click on the <b>Help</b> link for detailed instructions.</li> <li>• Set your display preferences.</li> <li>• Subscribe to any threads of interest.</li> <li>• Set notifications, if you want to be notified when new threads or replies to previous threads are posted.</li> <li>• Post messages for any questions you have.</li> <li>• Read messages and share your thoughts with colleagues.</li> </ul>

Function/Module	Description	What You Need to Do
See All	Due to space limitations on community pages, not all content can be displayed. Except for discussion threads and Resources (where the most recent posts appear), five items are displayed. However, there are frequently many more resources available. To view these, click on the <b>See All</b> (number of items) link found in the upper right corner of each module. To view all topics in the HIM BoK module, click on the <b>Topics</b> link; to view all articles, click on the <b>Articles</b> link.	Under a particular function, <b>always</b> be sure to click on <b>See All (number)</b> . You can sort these resources by submission date, alphabetical by title, or view them by category (which is assigned by facilitators to help organize the information)—use the drop-down at the top of the page to view only a specific category.
Help	Each module in the Communities of Practice has a Help link, for context-specific help. There is also a more extensive Help guide, which you can access by clicking on the Help icon located in the top toolbar on your personal and community pages.	<ul style="list-style-type: none"> <li>• Click on the <b>Help</b> link in each module to get directions on how to view, submit, or read items in that module.</li> <li>• Click on the Help icon (life preserver) in the top toolbar to access more comprehensive help.</li> </ul>
Body of Knowledge	Your community facilitators can select links to relevant topics or articles in the FORE Library: HIM Body of Knowledge (BoK), which contains AHIMA resources, government resources, and more.	<ul style="list-style-type: none"> <li>• Check this section for topic indexes of HIM information or articles of interest selected by the Facilitators.</li> <li>• Click the Topics or the Articles tab to see all Topics and Articles selected.</li> <li>• <b>Subscribe</b> to articles or topic indexes, if you want them to appear on your personal page, by checking the Subscribe boxes on the articles or topics page.</li> </ul>

## Tips on Complying with the Terms and Conditions of Use

The Terms and Conditions of Use define the dos and don'ts for members' participation in the Communities of Practice. Links to the Terms and Conditions are located at the top and bottom of every CoP page. Below are some basis dos and don'ts. Please read the full Terms and Conditions of Use for complete guidelines.

<b>Things You <i>Can Do</i> in the CoPs</b>	<b>Things You <i>Can Not Do</i> in the CoP</b>
Determine salary requirements from published resources. Use data gathered from aggregate member profile data and the Workforce Study. In the <b>My HIM Body of Knowledge</b> section of your personal page, click on Subscribe to Topics. Scroll down the alphabetical list of topics and click on the Salaries link.	Post salary information or discuss salaries.
Check out AHIMA's online job and resume bank, Career Assist. Links to the Career Assist are located on the bottom of all pages and on the top of your Personal Page. Post job listings and resumes for free in Career Assist. Search Career Assist for resumes of members seeking new opportunities.	Seek a job from others through the CoP by posting threads or directly e-mailing members. Post a job opportunity for others in a location other than the Job Bank. Post your resume in My CoP Bio or any other area of the CoP. Solicit other members to fill a position.
Suggest your favorite HIM links to be posted by the Facilitator. Click on Suggest a Link on the right-hand side of the Links section in the CoP where you would like to post it.	Link to your personal Web site.
Promote products and services developed by AHIMA or its affiliates that help you in your professional practice.	Advertise products or services that AHIMA has not developed. You may advertise through Banner Advertisements, classified ads, and the Vendor Directory.
Advertise a seminar or event sponsored by a AHIMA CSA, or CoP.	Advertise a seminar that is given by a private company. Again, this may be promoted in a banner ad or other advertising channels AHIMA offers.
Solicit for focus group or product trial participants beyond a request for participation.	Use this site to conduct polls or solicit comments regarding a particular product, service, or company.
Post a brief biography of yourself to share with other members. Click on " <b>My CoP Bio</b> " link at the top of your Personal Page. Click " <b>Edit Bio</b> " to post your biography.	Post your resume or advertise your services or products through your CoP Bio.
Discuss the attributes of a product in a professional manner and act in a manner open and tolerant of other's opinions.	Use inappropriate language, defame, slander or be pejorative toward an individual, product or company.