Suggested Activities for Healthcare and HIM Professionals

Start Planning Today! Start your week by getting your superiors involved! Solicit them for ideas. Set up brainstorming meetings.

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 found on our websites. Use this presentation to educate your workforce.

HIP Week Quiz Drawing—Distribute copies of the quiz and article for HIM professionals. Have employees turn in the quiz for a chance to win a prize in a drawing. Or create an HIM trivia contest, word search, or other puzzles using HIM terms. Web sites such as discoveryeducation.com/puzzlemaker can help you create your own puzzles quickly and easily.

Conduct Department Tours—Let visitors and colleagues know what the HIM department does. 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.

Display Posters and Flyers promoting HIP Week events in your department, waiting areas, and other high-traffic locations.

Celebrate Your Team’s Accomplishments
- Recognize staff contributions with commemorative items offered by AHIMA.
- Have a party for the HIM Department 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.

Encourage Team Members to Earn Credentials
HIM professionals serve in a variety of healthcare settings and roles and responsibilities, and are expertly trained in management of health information. AHIMA credentials are valuable in the workforce, differentiating professionals from their peers and making a difference in your organization. Encourage team members to work toward earning a credential if they don’t already have one, or additional credentials if they do. Credentials are earned through a challenging program of examinations, education, and experience, and maintained through continuous review and education. For more information on AHIMA credentials, visit ahima.org/certification.

Suggested Activities to Reach Out to the Public and Community

Tours for Elected Officials—Invite local, state, and federal elected officials to your facility to tour your department and become aware of the important role HIM professionals play in healthcare and protecting personal health information.

Community Seminars—Hold an educational seminar for members of your community using the PowerPoint presentation found on our website. Examples of local civic groups include senior centers, rotary clubs, chambers of commerce, PTAs, and girls and boys clubs.
- Distribute and discuss the quiz and article for the public.
- Have attendees turn in the quiz for a chance to win a prize in a drawing.

Educational Displays—Contact your local schools, libraries, and community centers to ask about setting up HIP Week posters, distributing HIP Week brochures, and other information showcasing HIP Week.

HIP Week Lobby Display—Using the information in this kit, set up an HIP Week lobby display. Photocopy the article and quiz for the public as handouts. Use the HIP Week posters, buttons, t-shirts, and balloons for a display.

Local Media Coverage—AHIMA sends a HIP Week press release to national trade media. To get the word out to local media, use the sample press release template available on our website.*
- To find your local media contacts, go to capwiz.com/ahima/ home.
- 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 offer to give a presentation and provide recruitment materials. Information on the HIM profession can be found at ahima.org/careers.

Social Media—Create a chat on Twitter or post messages on social media sites to raise awareness of the role of health information professionals in healthcare. Post photos from your organization’s HIP Week activities to AHIMA’s Facebook page.

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