WELCOME
To AHIMA Student Membership

FUTURE

AHIMA
American Health Information Management Association®
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Joining is easy. Using the benefits of AHIMA membership is even easier! The information in this section will help you get started and ensure you get the most out of your AHIMA membership.
Dear Future HIM Leader,

Congratulations on your decision to join the American Health Information Management Association (AHIMA) as a Student Member. It’s a great way to get started, get connected, get ahead in your career, and prepare you for today and tomorrow.

Now that you’ve joined, it’s time to learn about all the benefits you can take advantage of. This new member welcome kit will familiarize you with them and help you get the most out of your AHIMA membership.

• **Get Started**...With career-enhancing benefits like practice briefs, the AHIMA Career Assist: Job Bank, Career Prep Workbook, Career Prep Webinars, Career Map, Virtual Career Fairs, and discounts on certification exams.

• **Get Connected**...AHIMA represents more than 103,000 health information professionals. You can put those connections to work in your daily professional life. Take advantage of networking benefits such as in-person meetings and conferences, component state association (CSA) membership, and our online social network the AHIMA Engage Online Communities, as well as apply for an AHIMA Foundation Scholarship. We also select several students each year to serve on our Student Advisory Council and as volunteers at AHIMA’s annual convention.

• **Get Ahead**...With information brought by digital benefits like the ahima.org website, the AHIMA Body of Knowledge online library, our many electronic newsletters, or any number of other AHIMA benefits described in this guide. And student Members automatically receive discounted New Grad Membership for two years upon graduation!

For more information or additional questions, contact us at (800) 335-5535, or visit our site at ahima.org. What we do is all about you!

Sincerely,

Wylecia Wiggs Harris, PhD
Chief Executive Officer, AHIMA
myAHIMA

myAHIMA is your entry point to members-only benefits. Access the Advocacy Assistant, AHIMA Engage Online Communities, the digital edition of the Journal of AHIMA, members-only to Career Assist: Job Bank, Career Prep Webinars, and more.

Profile

As soon as you join AHIMA, be sure to complete your profile. This includes your communication preferences, determining how often you’ll receive AHIMA e-communications and what kind. To update your profile, visit this site (requires membership number and password to sign in).

Membership Card

Print out your membership card and certificate and proudly display the fact that you’re a member of the Association that leads the health informatics and information management community. You can print out both at any time by logging in to myAHIMA.

Website

What’s the fastest way to learn everything about your new association? Visit the AHIMA.org site to discover AHIMA’s history, events, programs, products, plans, and more! AHIMA.org is constantly updated to provide the latest information in information governance, clinical documentation improvement, privacy and security, and electronic health records. The Student and Career Center, is where you find all the resources for student members.
Put Your AHIMA Membership to Work

Use the convenient workbook to outline a plan for making your membership work most effectively by focusing on your goals; knowing all about AHIMA’s many benefits and opportunities; identifying goals and action steps; and maximizing your involvement in AHIMA.

Automatic Membership in a CSA

When you join AHIMA, you also become a member at your local component state association (CSA). Your CSA is like a localized version of AHIMA, providing access to region-specific events, education, networking, and other health information management (HIM) issues happening at the grass roots level. Student members should check with their CSA about volunteer opportunities and the availability of local scholarship programs as well. For a list of CSAs, visit the site here.
When you join the HIM profession, you’re becoming part of an extended community. Getting connected to other students and HIM professionals is vital. Let AHIMA help you create new relationships to help you jump-start your career.
Student Advisory Council (SAC)

AHIMA created the Student Advisory Council to prepare student members to be future leaders of both the profession and Association. Representing AHIMA’s student population, this group shapes AHIMA’s student programs and initiates new activities important to student membership as a whole. Student Advisory Council members are selected each spring.

Student Academy

The Student Academy workshop—held the day before the AHIMA’s annual convention—focuses on HIM students’ needs. AHIMA’s Student Academy is a great way to meet and network with current and future HIM peers, and to hear presentations by HIM specialists, AHIMA staff, and AHIMA Board of Directors members:

• Valuable information on what’s influencing and happening in the HIM profession
• Interactive activities with experienced HIM professionals
• Tips on getting the most from your convention experience
• A mentor lunch and raffles
• Beyond Student Academy
• Student Volunteer Program
• Student Jeopardy
• Plus, Career Theater, Career Fair, and free, professional headshots during the convention
Journal of AHIMA Digital Edition

The *Journal of AHIMA Digital Edition* is the Association’s official publication and the foremost professional periodical for the HIM field. Published 11 times a year, the *Journal* covers best practices, news, and emerging issues affecting the accuracy, timeliness, privacy, and security of patient health information. As a student member, you’ll receive access to an online version of our print journal.

Access previous issues and the latest edition of the *Journal of AHIMA Digital Edition*, and visit the *Journal’s* website at journal.ahima.org, which is continually being updated with brand-new content.
E-newsletters

Find the latest Association and industry news in AHIMA’s e-newsletters. You’ll receive AHIMA e-communications by e-mail on a regularly scheduled basis. To update your preferences, visit this site.

Here’s a breakdown of the useful e-newsletters you’ll receive.

**AHIMA Advantage**—All members receive this comprehensive AHIMA newsletter, which provides news and coverage of the Association and the HIM field, six times a year.

**Career Minded**—Every two months, students, new graduates, and working HIM professionals receive mentoring advice, information on workforce trends, answers to common questions, and tips for getting experience, landing a job, and staying competitive in AHIMA’s **Career Minded** e-newsletter. Student and new graduate members receive an automatic subscription.

**E-Alert:** Weekly 360-degree view of the HIM industry, AHIMA, and government developments, that provides ways to get more involved with AHIMA and the profession, and professional development resources.

**Member’s Edge:** Monthly update of AHIMA member-only news, resources, and upcoming events.
AHIMA’s Engage Online Communities

AHIMA’s Engage Online Communities provides a smooth, full, and robust social media experience for AHIMA’s members and the healthcare field at large. It includes a members-only directory that permits AHIMA members to immediately connect and network with fellow members who share similar job histories and educational backgrounds. Explore these and other features at the Engage site by visiting engage.ahima.org. The Help page is a great resource for any questions that may arise, as are these useful video tutorials. Student and new graduate members should join the Future HIM Leader (Students and New Grads) Community.

The AHIMA Body of Knowledge (BoK)

AHIMA’s HIM Body of Knowledge™ (“BoK”) is an electronic library of resources designed to advance health information professional practice and standards for the delivery of quality healthcare. BoK resources encompass the theory and practice of health information management (HIM), and enable HIM professionals to quickly and easily access information needed to be successful. For instructions on how to best utilize the BoK, a step-by-step guide is available at this site.
Volunteering

Want to give something back to the profession? Want to build experience while you’re still in school? AHIMA needs student members who can provide their tools, talents, and time for the benefit of AHIMA, its members, and the field. Opportunities to volunteer include positions as Engage facilitators; internships at AHIMA; assisting at CSA meetings; applying to the Student Advisory Council; and more. This is a great opportunity to develop both your skills and resume. For more information on how you can help, contact your CSA or visit our site.

Advocacy and Public Policy

AHIMA’s advocacy and public policy team actively monitors, responds to, and participates in national policy and industry initiatives to shape and guide issues important to the HIM profession. The Advocacy and Public Policy Center is a central resource of activities, analyses, links, events, and the Advocacy Assistant.

The Advocacy Assistant is a members-only, interactive source that provides valuable information, resources, guidelines, and links for tracking public policy issues affecting your CSA, the Association, and the HIM industry in general. Use it to connect with local, regional, and federal elected officials and media outlets in order to make your voice heard about these issues. Visit the Advocacy Assistant site and enter your AHIMA ID and password to get started.

Member Pricing and Discounts

AHIMA Student Members enjoy up to 20 percent off on publications, distance education courses, AHIMA events, and other resources. Student Members also receive an automatic discount on New Grad Membership for two years after graduation.
AHIMA membership can help advance your future career in so many ways.
AHIMA’s Mentor Match Program

Graduation is right around the corner—prepare for your future HIM career by joining AHIMA’s Mentor Match Program. The mentor program is available only to AHIMA members, and the purpose is to work with and advise other members new to the industry, or those looking to advance their career.

Career Assist: Job Bank

AHIMA’s Career Assist: Job Bank is your one-stop portal to your first HIM job or a new career. Job-seekers can post resumes, review job listings, set up alerts for new postings, access resources and contact career coaches. Career Assist: Job Bank presents special offers for job seekers and discounts for posting employers too.

As a member you are entitled to the following member benefits:

• Access to career coaches
• Access to the job postings 48 hours before nonmembers
• Top level placement of member resumes
• Member icon designation

Virtual Career Fair

The Virtual Career Fair is held twice a year where you can view open opportunities directly with participating employers online. You can choose which employers you want to interact with and engage with them in a one-on-one live chat. You can share your background, experience, and resume and directly ask the recruiter questions.
The AHIMA Foundation Merit Scholarships

One of the major initiatives of the AHIMA Foundation is to attract and support new talent in the HIM industry by improving educational opportunities for current and future HIM professionals through scholarships. The AHIMA Foundation annually offers merit scholarships to AHIMA members, currently enrolled outstanding undergraduates in HIM and health information technology (HIT), and professionals pursuing master’s or doctoral degrees in areas related to health information.

AHIMA Foundation Apprenticeship Program

An apprenticeship program lasts from one to two years, with the goal of continued permanent employment. The apprentice candidate gains real-world working experience that can be of substantial work to any company. Are you set to graduate in the next couple of months? Worried about landing that first job? Come learn more about AHIMA’s Registered Apprenticeship program.
Discounts on Career-Enhancing Credentials

Having an AHIMA credential after your name on your resume or business card announces to employers, colleagues, and others that you’re an individual with superior HIM knowledge and skills. AHIMA certification distinguishes an individual as competent, knowledgeable, and committed to AHIMA’s mission of quality healthcare through quality information. Investing in AHIMA certification is an investment in yourself and your long-term career and can help you:

• Be associated with AHIMA’s strong and long-standing reputation of integrity and excellence.
• Improve your earning potential
• Open the door to more opportunities for career advancement
• Increase your job mobility and choices even in the face of a tough job market
• Reach not only your short-term job goals but also position yourself for success in your long-term career
• Provide a foundation of broad and deep understanding

Find out more about the RHIA, RHIT, CCA, CCS, CCS-P, CHDA, CHPS, CDIP, CPHI, and CHTS credentials at our site!
HIM Career Map©

Wondering what the next step in your HIM career should be? Investigate the possibilities and explore your future on AHIMA’s new HIM Career Map. The HIM Career Map© is an interactive visual representation of the job titles and roles that make up the scope of HIM and the career pathways associated with them. The industry’s top career development tool is now at your fingertips. Where will you choose to go?

Salary Snapshot

Explore AHIMA’s Salary Snapshot to gauge HIM salaries according to job level, work setting, education, location, and credentials.

Career-Prep Webinars

AHIMA is committed to the success of its student members and wants you to be prepared to land your first job and start your career in HIM. Make sure to check out our free Career Prep Webinar series. Please click here for instructions on accessing the archived versions of these webinars and be on the look out for invites to the future live versions.
Career Prep Workbook

The Career Prep Workbook is your one-stop shop for planning, preparing, and initiating your job search in the HIM industry. In this workbook, you’ll find all the tools you need to ensure you’re prepared throughout your job search. Whether it’s choosing the most effective words for your resume, understanding how to maximize your internship or job shadowing experience, or how to use social media in your job search, you’ll find it all here.

Student Open House

AHIMA has an annual Student Open House during the spring at its offices in Chicago, IL. Students can participate in-person if they are in the area, or virtually through a live webinar. You will be able to learn more about AHIMA’s certification services, merit scholarship opportunities, CSA leadership, the work we’re doing around workforce development, how we serve HIM educators, recent graduate experiences, and more.
get ANSWERS

Frequently Asked Questions
How do I print my membership card and certificate?

You can print out both at any time by visiting myAHIMA and logging in.

What does AHIMA membership have to offer?

AHIMA membership brings a wealth of online and offline benefits! Visit our site for a comprehensive list!

What is the AHIMA Code of Ethics?

The AHIMA Code of Ethics serves as a professional ethics guide for AHIMA members and credentialed professionals who are not members.

What is the Fellowship Program?

Active and highly experienced HIM professionals who have served the Association and the field should consider applying for AHIMA Fellowship. Started in 2001, the AHIMA Fellowship Program recognizes members who have made significant and sustained contributions to the HIM and health informatics professions. An individual who earns fellowship may add the FAHIMA designation after his or her name, marking them as an exceptional HIM practitioner!
Does AHIMA have a member referral program?

Yes, AHIMA’s Member Referral Program allows you to share membership’s benefits with your friends and co-workers. Encourage them to take advantage of all AHIMA has to offer and join online at my.ahima.org/join. Make sure they provide your name and e-mail address on the online membership application to give you full credit for enlisting them. For each new member you recruit you’ll be entered into a drawing for a chance to win up to $1,000 in American Express gift cards.

What is the Affinity Program?

AHIMA membership provides you with special discounts to valuable services, like health insurance, car insurance, shipping, and much more. Please visit the member benefits section and review various vendors listed under “Affinity Programs.”

Is AHIMA involved in social networking?

Social media provides a great way to stay current with industry news, find out about upcoming events, and connect with other HIM professionals. “Like” AHIMA on Facebook and follow @AHIMAResources on Twitter to learn more about what we have to offer and how to get involved!

AHIMA has officially launched an Instagram account. We are thrilled to connect with our members on this photo- and video-sharing mobile service. We will share behind-the-scenes views of work being done for members and the HIM profession at our headquarters in Chicago, IL, and elsewhere; AHIMA events; educational content, and more. To follow AHIMA, mobile users can search for “ahimaresources” on the Instagram mobile app, or visit us through your computer’s Web browser.
How do I contact AHIMA?

Contact AHIMA in several ways including the online Customer Support Form or the following ways:

Mail: AHIMA, 233 N. Michigan Ave., 21st Fl., Chicago, IL 60601

Office Hours: 7 a.m.–7 p.m. CT (Monday–Friday)

Customer Relations: (800) 335-5535

Main Fax: (312) 233-1090

Product Orders Fax: (312) 233-1500

Submit a customer support request or general feedback here.