

Getting Started in the CoP



1. Login from <http://www.ahima.org> under myAHIMA. Click on the Communities of Practice Logo

The screenshot shows the myAHIMA Member Login page on the left, with fields for ID and Password, and a Login button. On the right, the active items menu is displayed, listing Communities of Practice, AHIMA Body of Knowledge, Distance Education Campus, and Meetings. A callout box highlights the 'CoP' link in the Communities of Practice section.


2. You will be directed to your Personal Page and “What’s New” will appear. These are the top 100 new items in the communities you belong to. You can use the filters, (Views, Filter, Order By, and Page) to focus your review in a way that is most meaningful for you.

The screenshot shows the 'What's New Topics' page. The navigation bar includes 'What's New', 'What's Popular', 'Notifications', 'My Profile', 'Bookmarks', 'Suggest a Community', 'Search', and 'Help'. The page content includes a filter section with 'View' (All Topic Items), 'Filter' (All My Communities), 'Order By' (Date (Recently Added)), and 'Page' (10). Below the filters, there are two topic cards: 'Winter Meetings Coming Soon' and 'Ethics Resources'. The 'What's New' page also features a 'My Communities' dropdown and an 'AHIMA Announcements' section.

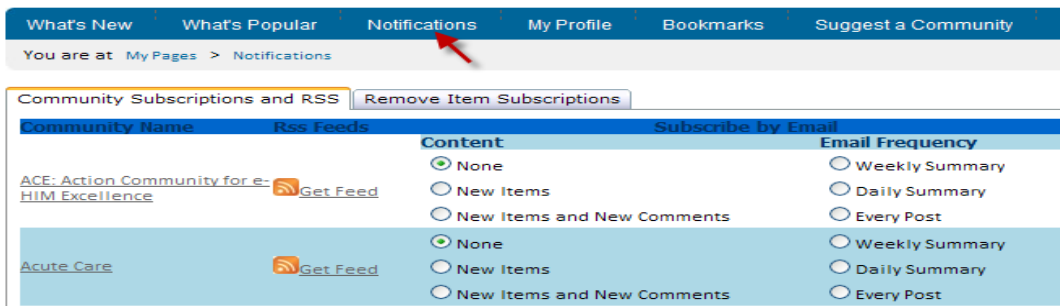
3. Use the top blue Navigation bar to navigate to other areas. “What’s Popular” are the top 100 items that are the most popular (based on rating, ranking and the number of times viewed) in all the public communities. You can use the filters to better define what you want to review or look at.

The screenshot shows the 'What's Popular Topics' page. The navigation bar includes 'What's New', 'What's Popular', 'Notifications', 'My Profile', 'Bookmarks', 'Suggest a Community', 'Search', 'Facilitator', and 'Help'. The page content includes a filter section with 'View' (All Topic Items), 'Filter' (All Communities), 'Order By' (Highest Ranking), and 'Page' (10). Below the filters, there is a topic card titled 'Feedback on new CoP' with a rating of 6 and 7 comments. The 'What's Popular' page also features a 'My Communities' dropdown.

4. Next on the Navigation Bar is **Notifications**. By clicking on **Notifications**, you can subscribe to receive notifications by email or RSS feeds from the communities you are a member of. The Get Feed can be set up to use any RSS reader or you can use you the RSS FEEDS folder in Outlook 2007.

RSS readers, such as the one built into Office Outlook 2007, allow you to subscribe to RSS Feeds and then read content or follow links for additional information. Whenever you see a link to a feed, or an RSS icon , just click. Microsoft Office Outlook 2007 will automatically subscribe you to that RSS Feed.

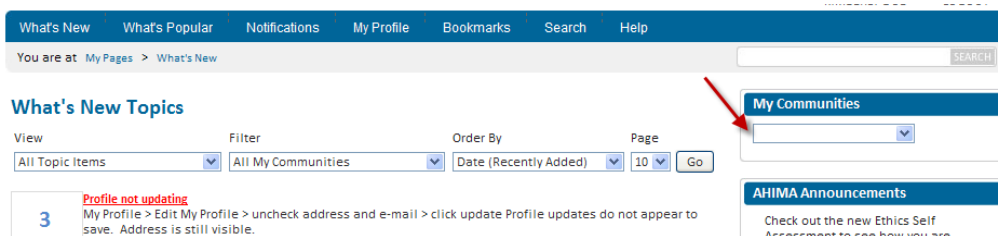
Using Microsoft Office Outlook 2007 to subscribe to an RSS Feed is quick and easy and does not involve a registration process or fee. After you subscribe to an RSS Feed, headlines will appear in your RSS folders. RSS items appear similar to mail messages. When you see a headline that interests you, just click or open the item.



5. **Profile** – Your profile page has more features. You have the choice to share your addresses and e-mail (by default, these are set to “not show”) under My Profile Preferences. You can upload a picture and also create a short bio. **My Communities** are listed here and also **My Contributions**. My contributions are all the content you posted in your communities, making it easy for you to see your work. You can opt to allow others to see your contributions allowing them to see your work and learn more about you.



6. From the **My Communities** Module on the right of any page, click on the drop down icon, to navigate to a specific community.



7. Within each community are **topics**. All the content is within the topic – links, resources, workspace, comments (discussions), and events. There is only one place to look for information now.

Topic **Calendar** **Archive** **Related BoK** **About**

AHIMA

View: All Topic Items | Filter: All Categories | Order By: Date (Recently Added) | Page: 10 | Go

Winter Meetings Coming Soon
Join your peers for one of two Winter Team Talks, Hill Day, and the Coding Quality and RAC meetings. Receive CEUs for all these meetings.
Tags: team talks,
Comments: 1 Views: 17 Created: 02/08/10 15:02 PM By: Carolyn Guyton-Ringbloom Updated: 02/09/10 08:02 AM

Ethics Resources
Here are quick access to some ethics resources AHIMA Code of Ethics, revised 2004 Standards for Ethical Coding Ethics Self Assessment

My Communities
AHIMA

Announcements
Check out the new Ethics Self Assessment to see how you are doing.
[Click here for assessment.](#)

8. Opening a Topic –open a topic and then you will be able to see the content. If there is a resource, you can open this. You will also be able to add a link, document, or provide a comment (discussion thread) from this page. Click the **Go Back** at the top or bottom to close the topic.

AHIMA

View: All Topic Items | Filter: All Categories | Order By: Date (Recently Added) | Page: 10 | Go

Winter Meetings Coming Soon
Join your peers for one of two Winter Team Talks, Hill Day, and the Coding Quality and RAC meetings. Receive CEUs for all these meetings.
Tags: team talks,
Comments: 1 Views: 17 Created: 02/08/10 15:02 PM By: Carolyn Guyton-Ringbloom Updated: 02/09/10 08:02 AM

Ethics Resources
Here are quick access to some ethics resources AHIMA Code of Ethics, revised 2004 Standards for Ethical Coding Ethics Self Assessment
Tags: ethics, self assesment, code, standards, ethical coding
Comments: 1 Views: 10 Created: 02/08/10 15:02 PM By: Carolyn Guyton-Ringbloom Updated: 02/08/10 15:02 PM

Ethics Resources

Here are quick access to some ethics resources

1. AHIMA Code of Ethics, revised 2004
2. Standards for Ethical Coding
3. Ethics Self Assessment

Tags: ethics, self assesment, code, standards, ethical coding

Add Resource:
Add File | Add Link | Test Link
Link:
Display Text:
Add Resource | Clear

Resource	Uploaded By	Uploaded Date
1. AHIMA Code of Ethics	Carolyn Guyton-Ringbloom	2/8/2010 3:06:14 PM
2. AHIMA's Standards of Ethical Coding	Carolyn Guyton-Ringbloom	2/8/2010 3:07:11 PM
3. Ethics Self Assessment	Carolyn Guyton-Ringbloom	2/8/2010 3:08:01 PM

DISCUSSION Add Comment

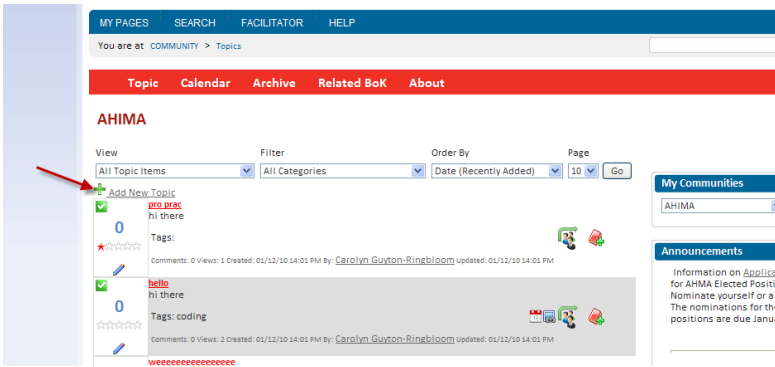
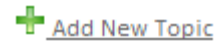
1 **Leah Grebner** Peoria, IL
Friday, February 19, 2010 3:44 PM
Links to documents are easy to access in the new format.
Report | Quote

1 Total: 1 comments

Add Comment

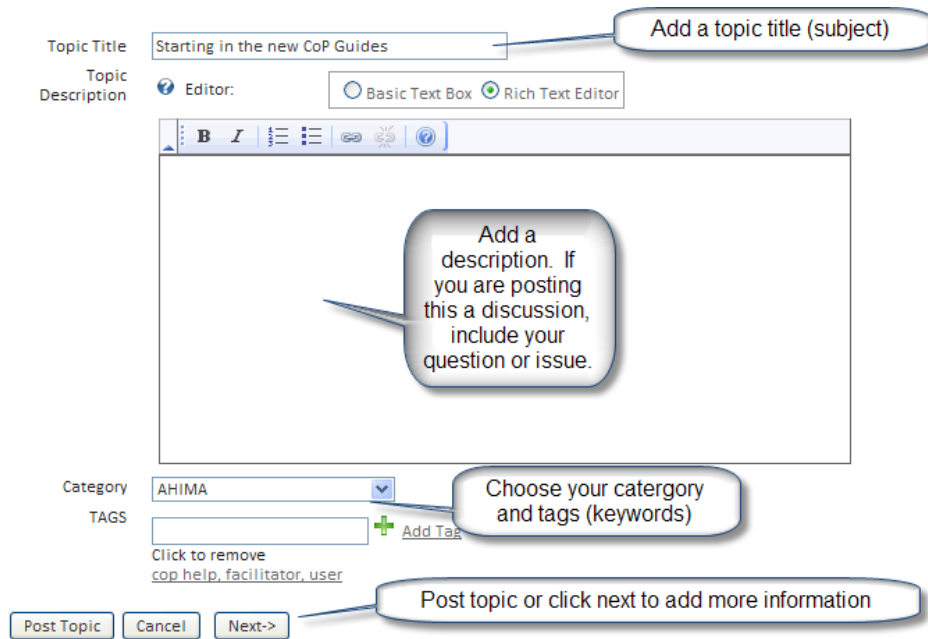
Subscribe to this topic

9. To add a topic, click on the “Add a Topic” link on your community page.

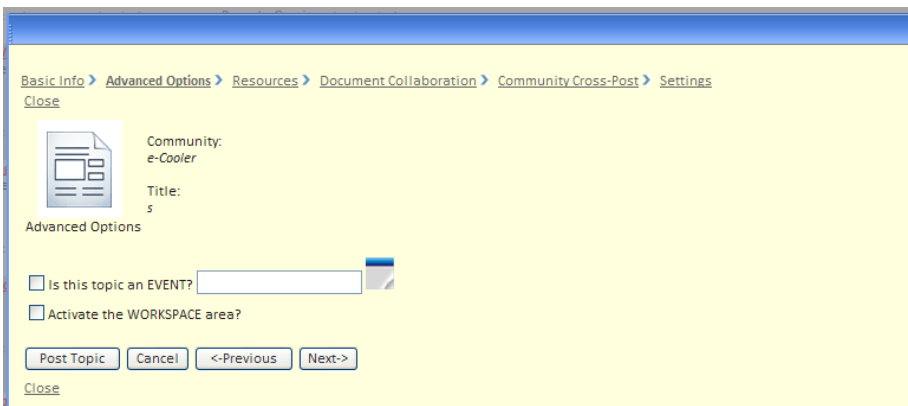


The Topic Wizard will appear. There are five screens of the Topic Wizard. Use one or all of them to add a topic and all the content associated with it.

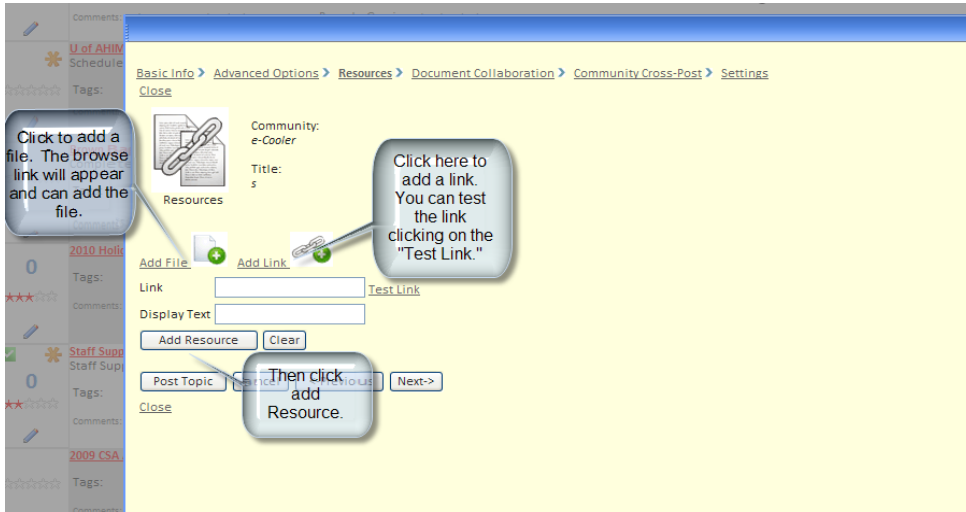
Screen One, Basic Info: Add the topic title and description, choose the category and add key words. If you are starting a discussion, use this screen only and then click **Post Topic**. If not, click next.



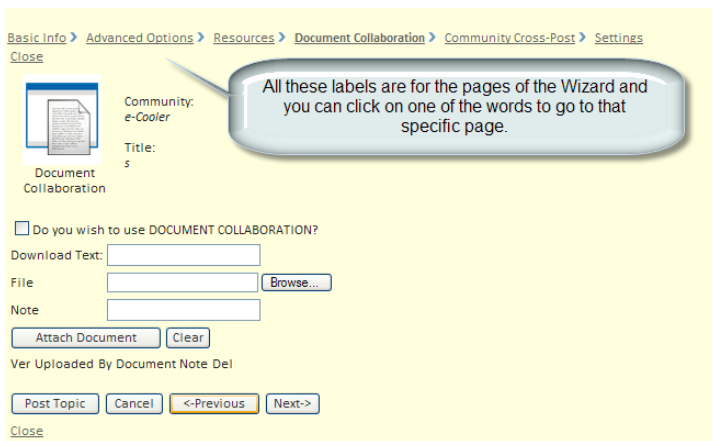
Screen Two. Advanced Options: Add an event or a workspace (Wiki) on this screen. Events will show on the calendar. You can include a start and end date for the event on the 6th screen, settings.



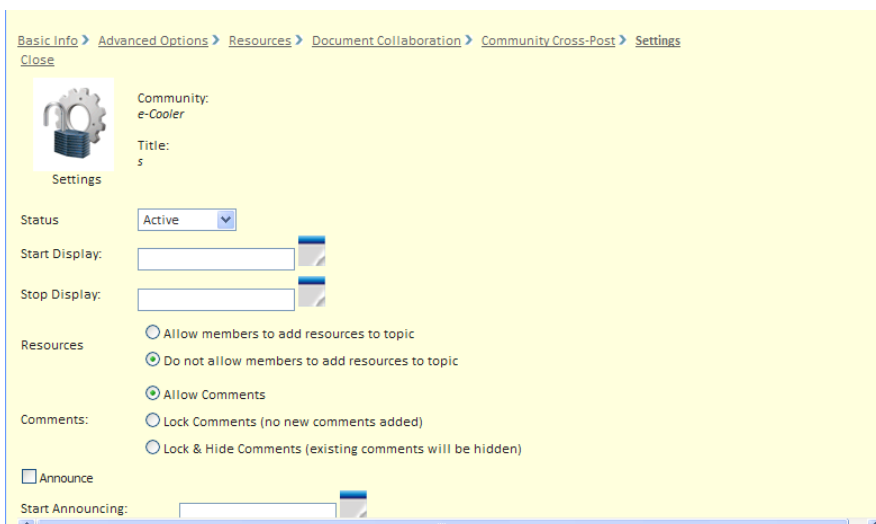
Screen Three, Resources: Add a resource (file or link) on the Resources screen. Click to add a file or link. Add text to describe the document or link in the Display Text box. Be sure to click the Add Resource button to have your resource included.



Screen Four, Document Collaboration: Next you can add a collaborative document if you like. Then members can check out, edit and check back in.



Screen Five, Setting: On this last page you have options to start a topic displaying on a certain date, allow members to add resources, allow/not allow comments, include an announcement in the community or feature a topic start and stop date. This allows you more flexibility to have items displayed and when you choose.



10. Bookmarks – You are now able to bookmark (save) topics that you want to view in the future. Click on the bookmark icon on the right side. Store it in your Bookmark folders. You can view your bookmarked topics by clicking on the Bookmarks on the top toolbar on your Personal Page.

The screenshot shows a navigation bar with items: What's New, What's Popular, Notifications, My Profile, Bookmarks, Suggest a Community, and Search. Below the navigation bar is a breadcrumb trail: You are at My Pages > What's New. The main content area is titled 'What's New Topics' and includes filters for View (All Topic Items), Filter (All My Communities), Order By (Date (Recently Added)), and Page (10). A topic titled 'Code Write February 2010' is listed with a bookmark icon on the right. Below this is the 'My Bookmarked Topics' section, which includes a 'My Communities' dropdown, a search bar, and a list of bookmarked items under the 'Ethics' category. The list includes 'Ethics Resources' with a list of three items: 'AHIMA Code of Ethics, revised 2004', 'Standards for Ethical Coding', and 'Ethics Self Assessment'. A 'Self assessment and Code' button is also visible.

11. Search – from the top toolbar on your Personal Page you can also use the Search. Now there are 3 types of Search that you can use from your Personal Page or any community page. Click on the Search and you will have 3 search options come up.

- Search Content
- Search Members
- Search Communities.

All helpful to find the information, member or community for your needs.

The screenshot shows the 'Management Association' search results page. The navigation bar includes: My Pages, Search Content, Search for Communities, Search for Members, Facilitator, and Help. A breadcrumb trail reads: You are at Search > Content. Below the navigation bar is a 'Content Search Results' section with a search input field and a 'Search' button. Red arrows point to the 'Search Content', 'Search for Communities', and 'Search for Members' options in the navigation bar.