

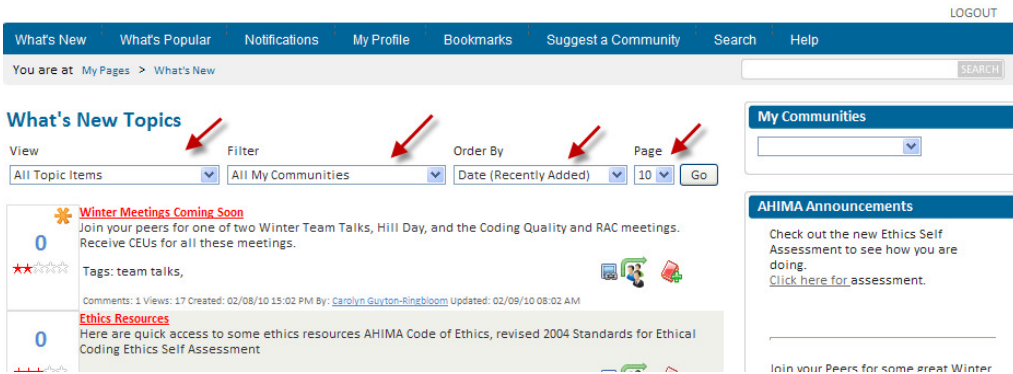
# Getting Started in the CoP



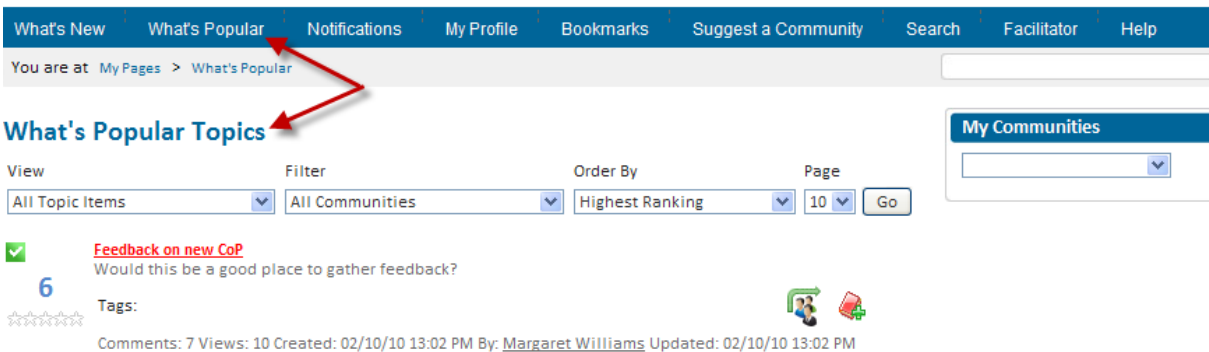
1. Login from [www.ahima.org](http://www.ahima.org) under myAHIMA. Click on the **Communities of Practice** logo.





2. You will be directed to your Personal Page and **What's New** will appear. Here you'll find 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 most meaningful for you.



3. Use the navigation bar on top to navigate to other areas. **What's Popular** lists the top 100 items that are most popular (based on ranking, rating, and the number of times viewed) in all the public communities. You can use the filters to better define what you want to review.

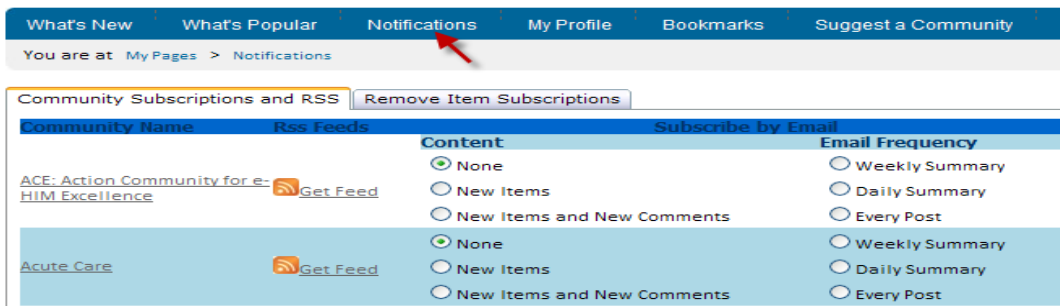


4. **Notifications:** The next link on the navigation bar is **Notifications**. By selecting **Notifications**, you can subscribe to receive notifications by e-mail or RSS feeds from the communities you belong to. The Get Feed  can be set up to use any RSS reader, or you can use you the RSS FEEDS folder 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 select it. Microsoft Office Outlook 2007 can 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 appear in your RSS folders. RSS items resemble e-mail messages. When you see a headline that interests you, just open the item, or, use the e-mail function to subscribe to community content by using the buttons on the right. The e-mail will go to the e-mail address you provided to AHIMA.

Or you can subscribe by Email. Choose what content you would like to receive and the frequency. Then on the bottom of the page, click Update.




5. **Profile:** Your profile page has additional features. You can share your addresses and e-mail (by default, these are set to not show) under **My Profile Preferences**. You can upload a picture and create a short bio. **My Communities** lists all your communities here. **My Contributions** shows 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.



Click on **My Profile Preferences** to go to your profile. If you would like to share a bio, photo, contact information, or your contributions, bookmarks, or communities, click **Edit My Preferences** at the bottom. See below for additional help.

**Carolyn Guyton-Ringbloom** DISPLAY THIS INFORMATION TO THE PUBLIC



Hi, I am the Volunteer Services Manager at AHIMA. I have been with the association since 2000. I work with the CoP as well as Professional Ethics Committee.

Image

Bio

Business Address

Other Address

Email

Contributions List

Communities List

Participation Statistics

Bookmarks List

The default for all display information is off, but you can turn it on to share with other members. (Your Profile information will always display for you.)

MBA, RD

**Business Address**

233 N Michigan Ave Fl 21  
Chicago, IL 60601-5519

**Other Address**

148 Gage Rd  
Riverside, IL 60546-2360

**Email**

carolyn.guyton-ringbloom@ahima.org

Then you can type in a short Bio and upload a photo. Browse to your hard drive to capture the photo.

When you are done, click Update and your changes will be saved.

6. **Bookmarks:** You can bookmark (save) topics for future viewing. Choose the bookmark icon on the right side of a topic to store it in your **Bookmark** folders. View your bookmarked topics by selecting **Bookmarks** on the top toolbar of your Personal Page.


What's New | What's Popular | Notifications | My Profile | **Bookmarks** | Suggest a Community | Search

You are at My Pages > What's New

### What's New Topics

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

**Code Write February 2010**  
General CodeWrite, February 2010 Created By Mela...

Tags: 

Comments: 0 Views: 0 Created: 02/27/10 20:02 PM By: Patricia Maccariella-Hafey Updated: 02/27/10 20:02 PM

### My Bookmarked Topics

Here you can manage your bookmarks

**My Communities**

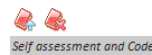
Ethics

**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

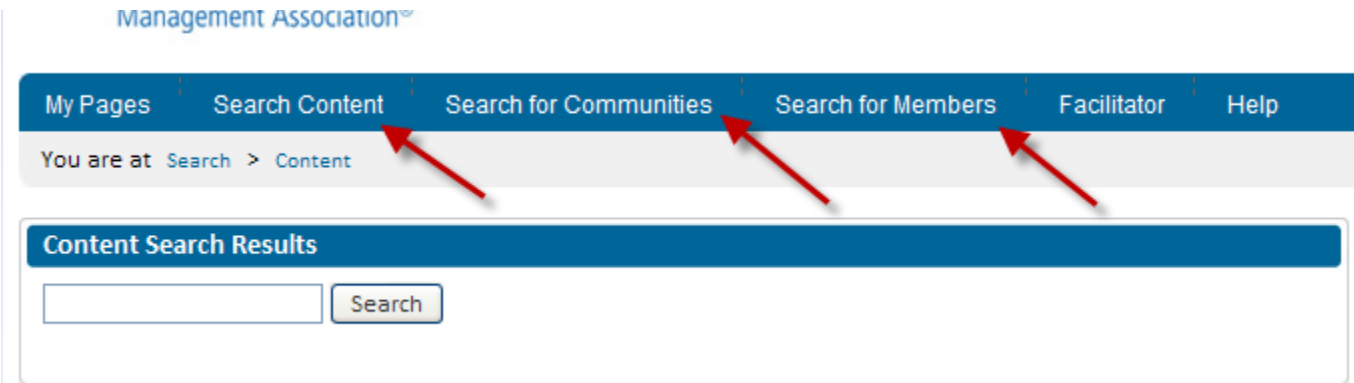
Comments: 1 Views: 10 Created: 2/8/2010 3:04 PM By: Carolyn Guyton-Ringbloom Updated: 2/8/2010 3:10 PM



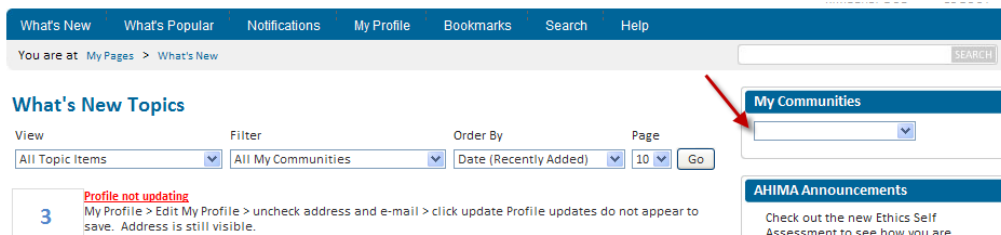
7. **Search:** Three types of searches are now available on your personal page or any community page. Choose **Search in the top toolbar** and three search options will come up.

- Search Content
- Search Members
- Search Communities

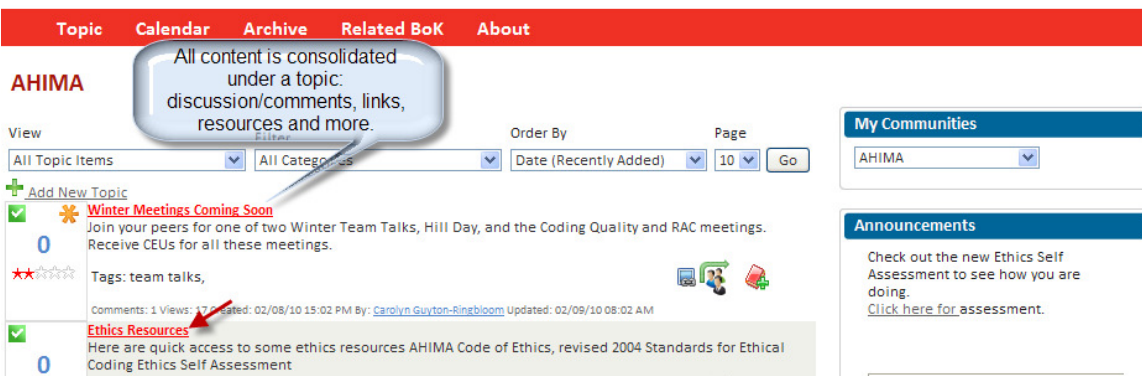
All ease the process of finding the information, member or community you're looking for.



8. **My Communities:** My Communities appears on the right side of any page. Select the dropdown icon, to navigate to a specific community.



9. **Topics:** Within each community are **topics**. All content is listed within the topic—links, resources, workspace, comments (discussions), and events. All the information rests in one place. Use the icons to see what is included within a topic, especially the Topic Icon Guide.



Opening a Topic—open a topic to view its content. Resources may be opened here as well. You can add a link or document, or provide a comment (discussion thread) on this page. Choose **Go Back** at the top or bottom to close the topic. You can add to a current topic by opening the topic title either from your Personal Page or from a community page.

## AHIMA

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

[Add New Topic](#)

**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, [Add Resource] [Add File] [Add Link]

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 [Add Resource] [Add File] [Add Link]

Comments: 1 Views: 10 Created: 02/08/10 15:02 PM By: [Carolyn Guyton-Rinebloom](#) Updated: 02/08/10 15:02 PM

Click on the topic to open.

Here is an example of a topic that is open.

## 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]

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

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

Oldest First | Newest First

### 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]

Total: 1 comments

Add Comment

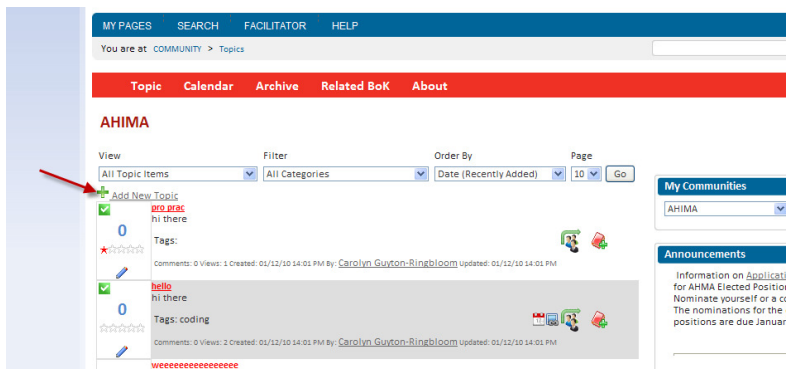
Subscribe to this topic

From this page, you can add a link or file to the topic. Be sure to include a description in Display Text and click the Add Resource button.

Also, you can open the resources that have been posted by clicking on the titles.

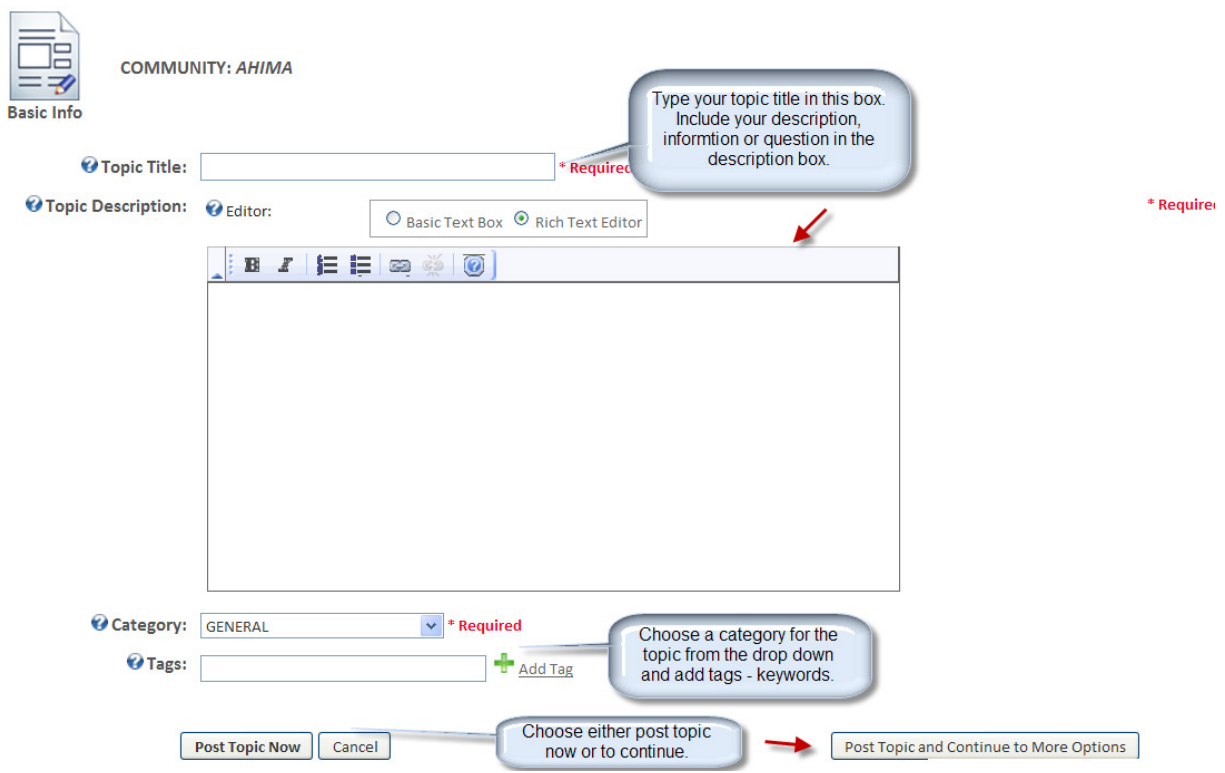
You can also add a comment to the discussion on this topic.

10. **Add a Topic:** To add a topic, select the **Add a Topic** link on top left of your community page. [+ Add New Topic](#)  
 You can only add a new topic from within a specific community. Choose the community you want to add topic to and click on the community name from the **My Communities** drop down.



The first screen of the **Topic Dashboard** will appear.

**Screen One: Basic Info:** Add the topic title and description. Then choose the category and tags (keywords). If you are starting a discussion-only topic, go to this screen and then select **Post Topic Now** on the bottom left. If you want to add additional items, choose **Post Topic** and **Continue to More Options**. See the screen shot below for more explanation.








**Dashboard pages:** If you choose to continue from the first page, the follow “dashboard” page will appear. This dashboard page provides options for adding content. If you want to delete your topic, you can do it on this page. See the screen shot below for more explanation.

COMMUNITY: AHIMA


TOPIC TITLE: Test

There are 4 pages you can choose from to add more content. See the bullet points beneath each page for a description of what is available. You can choose to add some to each page or just one page.

 <a href="#">Basic Info</a>	 <a href="#">Advanced Options</a>	 <a href="#">Resources</a>	 <a href="#">Collaboration</a>	 <a href="#">Delete This Topic</a>
<ul style="list-style-type: none"> <li>• Title</li> <li>• Description</li> <li>• Category</li> <li>• Tags</li> </ul>	<ul style="list-style-type: none"> <li>• Display Dates</li> <li>• Workspace</li> <li>• Event</li> </ul>	<ul style="list-style-type: none"> <li>• Files</li> <li>• Links</li> </ul>	<ul style="list-style-type: none"> <li>• Document for check in/out</li> <li>• Doc History</li> </ul>	

[Go Back To Topic List](#)

**Screen Two: Advanced Options:** Add an event or a workspace (Wiki) on this screen. Events are displayed on the calendar. You can include a start and end date for the event on the sixth screen, settings. See the screen shot below to define the options for this screen.

  
**Advanced Options**

COMMUNITY: AHIMA

TOPIC TITLE: *Summer Meetings*

On this page, you can:

1. choose to have a starting and ending date for when you want the topic to appear in the community.
2. You can add a workspace (whiteboard) and work with others on creating a document.
3. You can make this topic an event. By including an event date, it will show up on the Calendar with the topic title and description information.

Advanced Options allow you to control a time period for this topic to be visible to members. You will always be able to see the topic, however. Also, there are options for displaying the topic as an event and activating the workspace, where all community members can make notations.

**Start Topic Display:**

**Stop Display:**  Leave blank for continuous display

**Activate Workspace:**  Display Collaborative Workspace?

**Event Date:**

**Screen Three: Resources:** Add a resource (file or link) on the **Resources** screen. Choose 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. See the screen shot below to define the options for this screen.



On this page, you can choose to include a file (word, PowerPoint, excel or PDF) or a link with your topic. Just click the icon for the one you would like to add.

The resources feature provides all community members the ability to upload documents or provide URL links which are relevant to this topic. Attached resources are shared with all viewers of the topic.



Return



When you click on the Add File, this new window appears. Type in the **Display Text** you would like to appear for members to see and click on to open the file. Then click the **browse** button to retrieve the file. Lastly click **Attach Resource**. When the progress bar finishes, click **Return**.

The resources feature provides all community members the ability to upload documents or provide URL links which are relevant to this topic. Attached resources are shared with all viewers of the topic.



Display Text:  \* Required

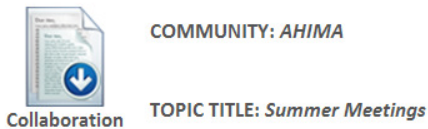
File:  Browse... \* Required

progress bar

Attach Resource Clear

Return

**Screen Four: Document Collaboration:** Add a collaborative document that members can check out, edit, and check back in. See the screen shot below to define the options for this screen.



The collaboration feature allows you to post a file that you can work with others to edit. The file is uploaded and then other members can check it out, edit it and then check it back in. While it is checked out, others cannot check it out. You will see who has it checked out too. It is great for documents that a group of members are working on together.

The collaboration feature provides a file manager option where your community team members may successively check-out, change and then check-in a single document. The history of revisions remains available for review.

Activate Document Collaboration

Collaboration Description:  \* Required

Document Note:  \* Required

File:  Browse... \* Required

progress bar

Attach Document Clear

Return