

AHIMA Resources for HIM Faculty

Academic Program Resources

Issue: July 2009

Student Recruitment Resources

□ **Careers in Health Information Management**—AHIMA established a Web site to help individuals considering health information as an academic choice. At hicareers.com we introduce them to careers in HIM and academic pathways to prepare them a career as credentialed professionals. This website averages more than 3,000 visitors per week. All accredited and approved programs are included in the contact details on the *School Search* link. We encourage you to add this URL to your school web site. Also, ask AHIMA about advertising your program on this website (there is an advertising charge). Please visit:

<http://www.hicareers.com>.

□ **Component State Associations (CSAs)**—As part of AHIMA's annual Team Talks, CSA board members are given tools such as posters, recruitment kits, and resource lists to encourage student membership. Make it a point to meet your CSA board members and invite them to speak with your students about careers in HIM. Ask your CSA president about adding a link from the CSA's Web site to your academic program, and to add the CSA link to your program's web site.

□ **Scholarships**—Many state associations of AHIMA (known as CSAs) offer scholarships directly to HIM students, and some CSAs provide grants to faculty to assist in purchasing unbudgeted items the programs. Visit your state web site for more information:

<http://www.ahima.org/directory/csa.asp>.

There are also scholarships offered by the AHIMA Foundation, please direct students to:

<http://www.ahimafoundation.org/Scholarships/Scholarships.aspx>

□ **Corporate Connections Internships**—AHIMA provides a service for schools known as **Corporate Connections**. This program reaches out to CSA members and HIM vendors to discover unique internship opportunities in non-traditional settings for seniors and recent graduates to participate in paid and unpaid internships. Announcements from Corporate Connections are posted in the appropriate academic CoP, and program directors then notify their students of the opportunity. Individual programs are encouraged to reach out to their HIM industry employers, and using the Corporate Connections awareness kit can make that easier to do. Contact patt.peterson@ahima.org to discuss how you can grow internship opportunities for your program.

Curriculum Resources

CourseShare¹— This Web site is open to faculty of HIM accredited and approved programs to share and download instructor resources such as lectures, student handouts, quizzes, case studies, and scanned medical records. All items in the collection are cross-referenced and indexed to make it easy to find a learning packet to help with a particular topic. All items are peer reviewed to ensure quality and relevance. All newly enrolled faculty receive five download credits. Once the five credits have been used, the faculty member must submit a learning packet of their own to the collection, and once approved, will receive an additional five download credits. Please visit: <https://courseshare.ahima.org>.

Assembly on Education (AOE)—There are a series of private academic communities at AHIMA. Membership is limited to AHIMA members who are actively employed in an academic setting. The largest of the academic communities is the AOE CoP. This CoP has more than 1,600 members. There are more than 800 items in the Community Resources section. (Note: Some material in the Community Resources may be dated, as legacy information is stored for members who wish to access it.) To be added to any of the private academic communities, please have the program director contact patt.peterson@ahima.org and indicate that new faculty need to be added. Please note that faculty may not self-select this community. It is by employer vetting only. Please visit: <https://cop.ahima.org/COP/AssemblyonEducation/>.

- Approved Coding Certificate Program CoP** - same
- Associate Degree CoP** – same
- Baccalaureate Degree CoP** – same
- Graduate CoP** - same

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)—CAHIIM is an independent accrediting organization for degree-granting programs in health informatics and health information management education. Information on applying for accreditation and model curriculum guides for each program level are included on this Web site. Please visit: <http://www.cahiim.org/>.

CAHIIM View—This e-newsletter, published three times a year, focuses on issues relating to accreditation and Annual Program Assessment Report (APAR). All HIM program directors and

* *CourseShare and AOE are available only to vetted HIM educators who are also active AHIMA members. Faculty and adjuncts must be nominated by their program director to be added to CourseShare. To add faculty, ask your program director to contact benjamin.reed@ahima.org and identify the faculty by name, city/state, and AHIMA membership number.*

college deans receive a copy via e-mail. Please visit: <http://www.cahiim.org/viewnewsletter.asp>

☐ **Action Community for e-HIM® Excellence (ACE)**—We invite you to nominate yourself or a colleague to become an ACE member. The nomination process consists of completing a self-assessment that includes sections on subject matter expertise, personal characteristics, and communication skills. In addition, nominees are asked to give brief examples of communications experience, such as articles written or presentations. ACE members are those who lead and influence e-HIM. Many ACE members serve as guest lecturers on their area of expertise. Please visit: <http://www.ahima.org/ace/index.asp>.

☐ **Virtual Lab**—This internet-based software lab for health information management includes software and data to provide students with hands-on experience managing and using electronic health information data. Accompanying lessons and activities enable educators to offer a full range of online, real-world technical experiences. This resource can supplement or replace your HIM tech lab, and is flexible enough to be used by both on-campus and on-line programs. Schools subscribe on an annual basis. Subscription fees are based on the school's estimated student users. . To learn more about the applications offered and how to subscribe, please visit: <http://campus.ahima.org/vlab/>, or email lab staff at: Virtual.Lab@ahima.org.

☐ **AHIMA Distance Education**—The full menu of product offerings is designed to enhance a local education program or a standalone distance education program. (See Appendix A.) Contact distance.education@ahima.org for information on purchasing modules. For a list of course offerings, please visit <http://campus.ahima.org/>.

☐ **AHIMA Micro Sites:**

eHIM Practice Guidelines— The world of EHR practice is rapidly evolving; faster than textbooks can be made. Consider supplementing course content in eHIM by visiting this dedicated AHIMA website and browse through the collection of recent articles and research on eHIM available at this AHIMA website. Please visit: <http://www.ahima.org/e-him/>.

ICD-10-CM/PCS – A dedicated AHIMA website to all things ICD-10. Come here to refresh your course content with the latest industry knowledge. Please visit: <http://www.ahima.org/icd10/>

AHIMA Press Books

☐ **AHIMA's book publishing imprint**, AHIMA Press, is the publisher of the world's most respected, technically accurate, and most widely used books in health information management and technology classrooms.

☐ **Instructor Desk and Review Copies**—Instructors may request copies of AHIMA Press books for adoption consideration at no charge. To request a review copy of books

published by AHIMA Press, visit: <http://www.ahima.org/publishing/educators.asp>

☐ **Instructor Materials**—Supplemental instructor materials accompany many AHIMA Press textbooks. These ancillary materials include instructor guides with test banks and exercises, and PowerPoint lecture slides. We invite you to review the instructor materials as part of your adoption decisions. (See Appendix B for downloading instructions.)

Faculty Networking & Consults

☐ **Academic Advisor**—This e-newsletter is issued quarterly on topics of particular interest to educators. Please contact Benjamin.reed@ahima.org to be added to the distribution list. You can find back issues of the **Academic Advisor** by visiting: <http://www.ahima.org/academics>.

☐ **Faculty Consultations**—Patt Peterson, MA, RHIA, Director of Education, is available to discuss concerns or to get clarification on academic issues. Please contact patt.peterson@ahima.org; 312-233-1132.

☐ **Networking**—HIM educators can network through many AHIMA Communities of Practice. We invite you to share your experiences, ask questions, and provide feedback to your peers on the academic CoPs, and please visit practice oriented CoPs (a great source to find local expert guest speakers).

☐ **AOE Symposium** —Each summer, educators meet to discuss topics of interest in the classroom and for faculty development for three intense days. This is the premier event for HIM educators. Locations for upcoming AOE Symposia are:

2009, Las Vegas, NV

2010, New Orleans, LA

2011, Chicago, IL

We strongly encourage all full-time, part-time, and adjunct faculty to attend AOE. Please visit: <http://www.ahima.org/events/summersymposium/>.

☐ **Faculty Development Institute**—Held immediately prior to the annual AOE Symposium, this two-day conference focuses on various aspects of teaching to help new and experienced faculty refine their classroom management and teaching technique skills. Please visit: <http://www.ahima.org/events/summersymposium/>.

☐ **Special Workshops**—Periodically, AHIMA and CAHIIM will host focused workshops or audio seminars, or special meetings. Upcoming events are announced in the Academic Advisor e-newsletter.

Appendix A

AHIMA Distance Education

Integrated Model Curriculum Using AHIMA Distance Education (DE) Courses

The AHIMA Distance Education service offers hundreds of courses in six categories:

1. HIM (including A&P, Medical Terminology, Pathology, and Pharmacology)
2. eHIM
3. HIPAA & Privacy
4. Coding (basics and advanced)
5. Cancer Registry
6. Specialized Coding Topics (Coding Assessment and Training Solutions [CATS])

These courses can be used to pre-qualify potential adjunct instructors prior to interviewing, hiring, and training. Additionally, programs experiencing problems finding qualified faculty to teach particular courses may choose to learn more about the Integrated Model Plan. In this case, students use AHIMA course materials and website to instruction and exams, with a local presence at the school providing course oversight. Please contact distance.education@ahima.org to learn more about these options.

Appendix B

Accessing AHIMA Instructor Materials

There are two ways to access materials:

1. Through the AHIMA Press bookstore, search for the title of the book; for instance, *Basic Current Procedural Terminology*. Click on the image of the book. Scroll down to the bottom of the page for the link to available instructor materials. Click on each desired file to download or open the file.
2. Log in to the CoP at <http://cop.ahima.org/COP>. Scroll down until you see Community Resources. To the right of this heading, click See All. A new page will appear with a drop-down menu at the top. Verify that the check box below this menu is checked for Organize by Category. From the drop-down menu, select the book you are looking for. Categories are listed alphabetically, and all books are listed under Instructor Materials; for instance, Instructor Materials: Basic ICD-9-CM Coding. The subsequent list includes all instructor materials for that book. Click on the title of the resource to download and open.

For non-members, or instructors at non-accredited institutions or in professional settings: Please e-mail info@ahima.org to request the desired instructor materials. Include your name, the name of your school, a verification contact, and the title(s) and edition(s) of the book or books for which you are requesting instructor materials. Once your status as an instructor is verified, you will receive an e-mail with the instructor materials attached. As these are generally large attachments, we may need to send multiple e-mails.