




Advanced User Functions

Navigation Icons

Function	Description	What You Need to Do
 <p>Member Search</p>	<p>Since AHIMA is a community of professionals sharing the same issues and ideals, we've made it easy for you to identify other members with similar interests, background, and job functions or work settings—people who can help you.</p> <p>We've also made it easy to send CoP e-mail messages directly from search results so you can contact other members to join a new Community or inquire whether they'd be interested in starting a new Community with you.</p> <p>Note: It's important to update your AHIMA profile since search results are provided from the profile you have entered.</p> <p><i>The member search should not be used for soliciting employment—either by individuals seeking employment or recruiting members for open positions—nor should it be used for advertising products or services.</i></p>	<p>Set up your search as follows.</p> <ol style="list-style-type: none"> To locate a specific individual, fill in as many fields at the top of the page as you can. The search will do the rest. To locate individuals with a common title, company, city, state, area of interest, job function, or work setting, fill in the appropriate search criteria fields. The search will list the individuals who match your request. Note: To select specific Areas of Interest, Job Functions, and Work Settings, click to select an item, and then click the Add button to move it to the right-side windows. Click the Search for Members button. The screen displays the results of your search. To send an e-mail message to any of the individuals located, place a check mark next to his/her name and click the Send Message button. The screen displays the messaging window. <ul style="list-style-type: none"> Click to select the subject of your message: Request to join a Community with the person(s). Request to start a Community with the person(s). Network with the person(s). Type your own subject line. Type the text of your message. Click the Send Message button. The message is sent.
 <p>Update Profile</p>	<p>This provides access to your AHIMA Profile, which is viewable only by you and AHIMA. The AHIMA profile allows you to update your contact information and now allows you to set your communications preferences—what types of communications you wish to receive from AHIMA. Also, all the demographic data collected in the profile allows AHIMA to create the aggregated salary surveys and makes it easier for other members to find members with similar interests and backgrounds through the Member Search function. This is also the area where you can change your password and pay your AHIMA membership dues online.</p>	<p><i>You will need to re-enter your log in, since this area contains confidential information. This is a safeguard against unauthorized access to your personal information.</i></p> <ol style="list-style-type: none"> On the AHIMA Profile/Dues Log in page, type your <i>AHIMA ID Number</i> and <i>password</i> (same as CoP log in), and then click the Sign On button. The screen displays the AHIMA Profile information page. Review the information. The screen displays a very long page that contains your profile. Scroll to review your profile. You can edit your contact information, communication preferences and more: <ol style="list-style-type: none"> To edit your contact information, click the Edit button. Click Update when you are finished with your changes. To edit other sections of your profile, click the appropriate link from the left side navigation links. Click Update button once your changes are made. You can also change your password and pay your AHIMA memberships dues online in this area. When you have finished, make sure you log out.
<p>Mail – Preferences</p>	<p>The CoP Mail system allows you to set up preferences, including notification when you've received CoP mail and out of office notices.</p>	<p>Click on the Preferences link and set your preferences for notification and out of office notification. Please note, if you set your preferences to be notified of any messages received in your CoP mailbox, you will receive a daily notice of unread messages until you log into the CoP and read the message.</p>
<p>Mail – Adding</p>	<p>If there are members that you e-mail often, you</p>	<ol style="list-style-type: none"> Click on the Add link in the Address Book panel. The screen displays the Add to

Function	Description	What You Need to Do
Names to Your Address Book	can save them in your Address Book , so you don't have to search for their names every time you want to send them a message.	<p>Address Book pop-up window.</p> <ol style="list-style-type: none"> Conduct a search for the individual(s) by typing in as much information as you have. Click the Search button. The screen displays a list of members matching your search criteria. Note: if the member has never logged into the CoP, that individual will not be included in the results. Click on the link/name you want to add. The screen displays your address book with the new name added.
Mail – Distribution Lists	If you often send messages to the same group of individuals, you can create a distribution list, so you don't have to type in their names every time.	<ol style="list-style-type: none"> Begin at any mail screen, or start at the Inbox screen if you're not sure. Click the Edit link in the Address Book panel on the left side. The screen displays the Address Book window. At the top of the page, click the New List link. The screen displays the Create List page. Type the name you want to give the list, and then click the Create List button. The screen displays the Address Book window including the new list at the bottom. Click on the Add Person to List link to add individuals to the list. The screen refreshes as you work, showing each new person you have added. The list and the membership you have added are saved at this point. You are free to continue with other e-mail tasks.
Mail – Create Folders	You can use folders to help organize the messages you wish to keep.	<ol style="list-style-type: none"> Click the New link in the Folders panel from any e-mail screen. The screen displays the Add Folder window: Type the new folder name in the Name field. Click the Create Folder button. The new folder is added to the list of folders. You can now move e-mails to the folder either in the Inbox, other folders, or in the e-mail itself by using the Move button and drop down list at the bottom of the page.
HIM Body of Knowledge 	The FORE Library: HIM Body of Knowledge is AHIMA's authoritative online collection of HIM documents—including <i>Journal</i> articles, Practice Briefs, position statements and more.	The CoP contains a wealth of information from your peers. If you are looking for authoritative information from AHIMA, the HIM Body of Knowledge (BoK) is the online source for your research. Navigate the BoK using the folders or search functions. Detailed help is available in the BoK.


Personal Page

Function/Module	Description	What You Need to Do
Practice Rx	AHIMA practice staff has created these weekly tips on coding and HIM to help you in your day-to-day work. Plus, if you want more information about the topic, click on the source link below the tip to access the source document from the HIM Body of Knowledge	Check your personal page weekly to see the new tip. Plus, click on the View Practice Rx Archive to see all the past tips.
My CoP Bio	This area allows members to create their own mini-biography, including uploading a photo, which other members can see when they access the CoP. People can click on your name where you've posted or submitted an item (such as a thread) and find out something about you. <i>The CoP Bio differs from your AHIMA Profile, because it is viewable by other members.</i> Your CoP Bio should not include your resume or promotional information for businesses or links to personal or company Web sites.	<p>Note: When you go to your own CoP Bio, it will list your external e-mail address. However, other members will not be able to see this e-mail address.</p> <ol style="list-style-type: none"> Click Edit Bio to enter your mini bio, so other members can get to know a little about you. Load up a photograph (recommended photo size is 180 pixels high by 150 pixels wide) of yourself. Click the Update button.
Preferences	You can set the time zone on the CoP pages so it reflects your local time and also indicate whether you wish to receive e-mail blasts from CoP facilitators at your external e-mail address.	<ol style="list-style-type: none"> Select your local time zone. Enable or disable the external e-mail preference.

Function/Module	Description	What You Need to Do
Community Discussions	This area on the personal page lists your subscribed threads. The subscription feature allows you to “subscribe” to a thread of interest while in a community’s discussion. This thread will then appear in the Community Discussion area of your Personal page for faster access. If you activate your notifications, your e-mail notifications will also include a listing of new postings to your subscribed threads.	<ol style="list-style-type: none"> 1. Go to Community Discussions in your CoPs to subscribe to important threads. 2. Click on a thread, and under Thread Options, select Subscribe to Thread. 3. The page will refresh and the top link in the Thread Options will now be Change Thread Subscription. <p>To unsubscribe, just click the Change Thread Subscription link in the thread, uncheck the Subscribe box and click Update Subscription button.</p>
My Links	You can now set up categories to group your links.	<ol style="list-style-type: none"> 1. If you have links, you can create categories and assign them to your links. 2. Add links to favorite Web sites.
Search/Advanced Search	You can search your communities or all communities with a simple search, and have access to an advanced search that allows you to search by feature, keyword, communities, or any combination of the three. This search box appears on all pages.	Use the search when trying to find resources, links, FAQs, and so forth in specific communities, in all communities, or just in your communities.
Notification Management	When activated, this feature notifies you via external e-mail notices when a new item has been added to the modules you specified in <i>all</i> of the CoPs you belong to. You select which features you want update notifications on for all of your communities, and it will send more details in the e-mail notifications (name of item, author/submitter, area it’s in) to your external e-mail address. You must provide a valid e-mail address in your AHIMA Profile for this function to work. <i>If you would like to receive notifications of updates for only specific communities, you can do so using the Notifications area in that specific community main page.</i>	<ol style="list-style-type: none"> 1. Click on the Notification Management link at the top of the page in the blue bar. 2. Select the notification frequency for each module. 3. When finished, click the Set Notifications button. When a new item is added to a selected module in any of your CoPs, an e-mail with a summary of added items will be sent to your external e-mail address.

Function/Module	Description	What You Need to Do
My HIM Body of Knowledge	If you access areas of the HIM Body of Knowledge frequently, you can create shortcut links to BoK topics or specific articles of interest.	<p>Subscribe to Topics</p> <ol style="list-style-type: none"> 1. Click on the Subscribe to Topics link. 2. Check the boxes for topics you want to display on your Personal page. To review what is in a topic folder; click on the topic name (hit the back button of your browser to return to the topic selection page). 3. Scroll down to the bottom and click the Update button to save your selections. The topics will now appear on your personal page, and you will be able to access the articles for this topic directly from your personal page. <p>Subscribe to Articles</p> <ol style="list-style-type: none"> 1. Click on the Subscribe to Articles link. 2. Click on the Add Article link at the top of the page. This will take you to a page where you can enter a title and add the URL to an article. 3. Click on the Search for Articles link at the top of the page. This will take you to the BoK home page where you can search for articles. <i>Note: Best practice is to use the shorter URLs found by doing field searches on the Advanced Search page.</i> 4. Once you have found the article, click on the article name, so the article actually appears. 5. Click in the address bar of the browser to highlight the link. 6. Copy (Ctrl-C) the URL of the article, then click the back button on your browser to return to the CoP. 7. Paste (Ctrl-V) the URL into the URL box. Add a title (required) and a description (optional). 8. Click the Submit BoK button. There will now be a link to this article on your personal page. <p>Subscribe to Community Articles</p> <p>You can also subscribe to articles and topics you see listed in the HIM Body of Knowledge areas of any of your communities. For instructions, go to the Community Page section of this document.</p>

Community Page



Function/Module	Description	What You Need to Do
My Communities	Module that allows you to move from one community to another without going back to the personal page.	Use the My Communities drop-down to move from one community to another without having to go to your personal page.
Search/Advanced Search	You can now search all communities or the community you are in with simple search or advanced search. Use the search when trying to find resources, links, and the like in the community you are in, all communities, or just the communities to which you belong.	<ol style="list-style-type: none"> Type in a keyword to guide your search. If you want to search using more than one keyword you may want to: <ul style="list-style-type: none"> Use "AND" between each keyword if you want to find results that include all your keywords. Use "OR" between each keyword if you want to find results that include any one of your keywords. Don't use any of the above to search for a phrase—the system will search for phrases that exactly match what you typed. Select whether you want to search the current community you are in or All Communities within the Web site. Click Search. The screen displays a list of results. Click a Title/Summary link to go directly to the source of the result. Click a Community: Module link to go to the community page providing the result.
Chat 	Chat provides the ability to communicate with other AHIMA members in real time. Chats should be scheduled, so other members know when to come to the chat session to discuss a topic of interest. For easier use, you can now control the size and color of fonts on your chat screen. Look for Chats on the community's calendar and directly below the Chat with Peers section.	<ol style="list-style-type: none"> Look for and participate in community chats. Offer to host a chat if you have knowledge to share. If you are planning to connect to a Chat from work, go to the Chat with Peers a few minutes before it starts and test it to make sure the software works. If not, check and make sure your IS department has ports 7777 and 7877 open. More details are available in the document "Using Chat with Peers from Work" in the AHIMA CoP, Resources, category: Communities of Practice.
Community Notification	When activated, this feature (located at the top of each Community page) notifies you via external e-mail notices when new items of interest that have been added to the modules you specified in this community. You can set notifications for all communities on your Personal Page. If you want to have information sent to you on a different schedule, you can override the Notification Management by using the Notification in the CoP.	<ol style="list-style-type: none"> Click the Notification link in the dark blue bar at the top of the community page. Select the notification frequency from the drop-downs for each module. When finished, click the Set Notifications button. When a new item is added to a specific module, an e-mail with a summary of added items will be sent to your external e-mail address.

Function/Module	Description	What You Need to Do
Announcements, FAQs, Links, Resources	Community Announcements, FAQs (frequently asked questions), Links, Resources are all different types of information members want to share with each other--sample forms, guidelines, presentations, links, breaking news, and more. Each module's panel shows this information as links grouped by category. Each link provides description, the author's name, and date/time when submitted.	<ul style="list-style-type: none"> • Check this area to see if there are resources you can use. • Click the See All (and the item number) link to see all the available items in the module. To view a specific category, select the category you wish to see from the drop-downs in the View box. • Submit sample documents or resources that other members in your community can use. It's easy to post resources, links, announcements, or FAQs you think might be helpful to other members of the Community. <ol style="list-style-type: none"> 1. Click on the Submit link in the header of the module panel or in the header of a link item. The screen displays the Submit Resource window. 2. Click to select from a list of Categories established by the Community Facilitator. 3. Type the Title you want to give the item. 4. Click Browse and locate the file you want to submit or add in the resource, link, announcement, or FAQ. 5. Type Keywords field to help members locate the item during a search. 6. Type a Description if requested. 7. Click the Submit Resource button. The resource, link, announcement, or FAQ is submitted. A Community Facilitator will review your submission for appropriateness, and likely, will list it in the Community Resources or other panel.
Community Discussions	Community Discussions allow members of a community to post messages and respond to each other's questions at any time. Forums are overall topics of discussion, established by Community facilitators as a way of "grouping" the actual threads or subjects into relevant clusters. Threads are specific subjects or discussion topics within a forum. When new posts have been added to a thread you have read, or when a new thread has been added, " # New Posts! " will appear in red next to the thread title. Once you have read a thread, the new posts message will disappear. This will allow you to keep track of the threads you have read, and also alert you when new posts have been added to a thread previously viewed. When you are in a thread, new postings have the word " New! " in red next to the subject line.	<ul style="list-style-type: none"> • Become familiar with the features of this function. • Set your display preferences. • Subscribe to any threads of interest. • Set notifications, if you want to be sent notices of new postings. • Post messages of any questions you have. • Read messages and share your thoughts with colleagues.
See All	Since there is limited space on the Community page, many of the functions have a See All (and the number of items) page. There are many more resources than can be displayed on one page. Click the See All link to see all the FAQs, Links, Announcements, Resources, and Community Discussions available.	When reviewing the items under a particular function, Always be sure to click on See All and the number will be displayed. Not all the items will be displayed on the community page at the same time.
Help	For each function with the CoP, there is a Help link. There is also a more extensive Help guide and Report a Violation forum under the Help icon (life preserver) located on the top toolbar.	<ul style="list-style-type: none"> • Click on the help link for the function to get directions on how to view, submit, or read the item under a function. • Report any potential violations using the Report a Violation form under the Help icon.

Function/Module	Description	What You Need to Do
<p>HIM Body of Knowledge</p>	<p>Get faster access to articles in the FORE Library: HIM Body of Knowledge—AHIMA-published documents, including <i>Journal</i> articles, practice briefs, position statements, <i>Advantage</i> articles, and job descriptions, as well as government documents and other resources of interest to HIM professionals, students, and employers. This section links you to topic directories and specific articles in the FORE Library which have been selected by your community facilitators as relevant to your community.</p> <p>You can also subscribe to topics and articles from this area. Subscribing to topics and articles in this community will add these topics or articles to the My HIM Body of Knowledge area of your Personal page.</p>	<p>To view a topic:</p> <ol style="list-style-type: none"> 1. Because of space limitations, not all topics selected by the facilitators are on the main community page. To view all topics, click on the Topics link at the top of this module. 2. Click on the topic title. The screen displays all the articles available in this topic. 3. Click on the document title to view the article. 4. Click the back button on your browser to return to your community. <p>To view an article:</p> <ol style="list-style-type: none"> 1. Because of space limitations, not all articles selected by the facilitators are displayed on the main community page. To see all articles, click on the Articles link at the top of the module. 2. Click on the article title to view the article. 3. Click the back button of your browser when you are done to return to the CoP. <p>To subscribe to an article or topic:</p> <ol style="list-style-type: none"> 1. Click on Topics or Articles link. 2. Select the checkboxes for the articles or topics you want to add to your Personal page. 3. Click the Update button. 4. The next time you go to your personal page, new content added to the BoK will appear in your subscribed topics links.

FORE Library: HIM Body of Knowledge (BoK)

The FORE Library: HIM Body of Knowledge is the ever-expanding online knowledge base of HIM articles and resources published by AHIMA, the US government, and other sources. This authoritative online database contains *Journal* articles, Practice Briefs, job descriptions, position statements, and much more.

Action	Description	What You Need to Do
Quick Search	A quick search performs a full text search of all the words in all the documents in the BoK. It is a useful way to see quickly whether the BoK has information on a subject. It is most useful when searching less common words (for example, <i>redisclosure</i> or <i>preemption</i> rather than HIPAA), or phrases (for example, <i>accounting of disclosures</i>).	<ol style="list-style-type: none"> Go to the Quick Search box at the bottom of the BoK main page. <ul style="list-style-type: none"> Enter words or phrases in the text box provided and click the Quick Search button [or hit Enter on your keyboard]. The Search Results page will be sorted by publication date, with the most recently published documents appearing first. If you wish to change the way your results are sorted, you must start your search on the Advanced Search page. To view an article, simply click on the title of the document.
Wildcard Searches	Wildcard allows you to search for variations of words instead of specific words. You can use them in quick or full-text searches.	<ul style="list-style-type: none"> An * specifies zero or more alphanumeric characters. For example: Entering *disclosure returns documents with words ending with disclosure, such as <i>redisclosure</i> and <i>nondisclosure</i>. Entering manag* returns any documents with words beginning with <i>manag</i>, such as <i>manager</i>, <i>managed</i>, <i>managing</i>, and <i>management</i>. A ? specifies one alphanumeric character. For example: Entering organi?ation returns documents using either spelling, <i>organization</i> or <i>organisation</i>.
Browse by Topic	Browse the entire contents of the BoK using the HIM Topic Folders on the Main page. This limits your search results to content specific to a subject area.	<ol style="list-style-type: none"> Click on a closed folder icon  to show subfolders. Within each subfolder may be links to content and/or more subfolders. Click on the open folder icon  to close it. Click on the title of a folder or link to see content on that topic. The list will be sorted by publication date, with the most recently published content appearing first. View each item by clicking on its title. You can bookmark this page! When using Internet Explorer, pull down the Favorites menu at the top of the screen and select "Add to Favorites," then click OK. If you're using Netscape or Firefox, pull down the Bookmarks menu and select "Add Bookmark" (Netscape) or "Bookmark this Page" (Firefox).
Advanced Search	Advanced Search offers both field and full-text searching, and you can focus your search by using a combination of the two. Searching by fields is the most precise way to retrieve content about which you have some information. On the Advanced Search page, you can also select how you want your results displayed on the Search Results page.	<ol style="list-style-type: none"> From the BoK home page, click on the Advanced Search link in the red bar near the top of the page or below the quick search button. To change how your results display, scroll to "Results Options" at the bottom of the page. Change the number in the "Results per page" box if you want more than 25 results to display per page. Change the "Sort by" box to sort either by the relevancy of the retrieved results or alphabetically by title. Follow the instructions below to conduct an advanced search.
Advanced Search Using Fields	Use the Field Search to specify the author, all or part of a title, source, setting, specialty area, and/or publication date of the content you seek. This is the fastest way to search if you know the document you are looking for.	<p>Use the search operators—the drop-downs next to the field names on the left—to define your results more specifically. The default operator for searching for terms in fields is "Contains".</p> <ul style="list-style-type: none"> Contains selects documents where the word or phrase searched is found within the field searched. For example, type "<i>disclosure</i>" to retrieve all

Action	Description	What You Need to Do
	<p>A field search, unlike Quick Search, is looking for exact matches to the words you enter in that field. You cannot enter a series of keywords. A field search does not search the text of an article.</p> <p>The Field Search also allows you to narrow your search by indicating whether the field <i>contains, matches, starts, or ends with the term searched, or the term searched, is a substring</i> of that field. You can enter words in multiple fields for more precise results. However, searching multiple fields increases the chance that some pieces of relevant content will be omitted.</p> <p>See entries below for tips on searching specific fields.</p>	<p>instances of the word disclosure (but not stemmed variations such as redisclosure, disclosures).</p> <ul style="list-style-type: none"> • Matches select documents where the terms searched are an exact match to the entire field. For example, enter “<i>disclosure of health information</i>” in the title field to retrieve documents where "Disclosure of Health Information" is the exact title. • Starts selects documents where the field searched begins with the terms entered. For example, enter “<i>disclosure</i>” to retrieve all titles that begin with the word <i>disclosure</i> (omit initial articles "A", "An", and "The" when performing a field search). • Ends selects documents where the field searched ends with the terms entered. For example, enter “<i>disclosure</i>” to retrieve all titles that end with the word <i>disclosure</i>. • Substring selects documents where the field searched contains a string of text. For example, enter “<i>disclosure</i>” to retrieve all titles that have the string of letters "disclosure" (results would include titles with the words disclosure, redisclosure, and disclosures).
Advanced Search by Title	If you know the title of a document, this is one of the fastest ways to search. You can combine a title search with additional fields or full text to further narrow your search. For example, if you are looking for a <i>Journal</i> article, you can enter part of the title, and select AHIMA Journal from the drop-down in the Source field.	<ul style="list-style-type: none"> • If the title has an initial article (i.e., "The," "A" or "An"), omit it when entering a search phrase. • If you type or copy text into the title field, make sure there isn't a space at the end of the title. • It is not necessary to enter the entire title. Generally, a few words will be sufficient.
Advanced Search by Author	If you are looking for articles and resources by a specific individual or corporate entity, you can use the author search. If you are searching on more than just the first or last name, the author's last name must be entered first. An author search can be combined with other fields or full text to narrow your search results.	<p>To search in the author field, enter the author's last name or last name, first name, or last name, first initial or first name. For example:</p> <ul style="list-style-type: none"> • Enter Hughes, or • Enter Hughes, Gwen, or • Enter Hughes, G (<i>note: you must change the field operator to Substring for this search to return results</i>) • Enter Gwen
Advanced Search by Source	Use Source to limit your search results to a particular publication or product.	<p>If you know the source, you can type it in the box on the left; to select a source, choose from those available in the drop-down box on the right.</p> <ol style="list-style-type: none"> 1. Click on the down arrow button to view source options. 2. Use the scroll bar to see all options. 3. Click on the source you wish to search. This will automatically populate your search field with the correct text for finding publications or resources from that specific source.
Advanced Search by Setting	Use Setting to limit your search results to a particular practice setting.	<p>Instead of typing a Setting name, the drop down field on the right side provides you with a list of settings you can use for searching.</p> <ol style="list-style-type: none"> 1. Click on the down arrow button to view settings options. Use the scroll bar to see all options.

Action	Description	What You Need to Do
Advanced Search by Specialty Area	Use Specialty Area to limit your search results to a particular specialty area.	Instead of typing a Specialty Area, the drop-down field on the right side provides you with a list of specialty areas you can use for searching. <ol style="list-style-type: none"> 1. Click on the down arrow button to view the specialty areas window. 2. Use the scroll bar to see all options. 3. Click on the specialty area you wish to search. This will automatically populate your search field with the specialty area.
Advanced Search by Publication Date	If you are looking for documents published in a specific month, year or day, you can use the PubDate field. <i>Please note: Some documents in the FORE Library do not have a publication date, so including a publication date in your search may omit some relevant content.</i>	<ul style="list-style-type: none"> • Dates must be entered in the following form: m/d/yy. • If you want to search a range of dates, you should use both the From and To date boxes. • If you are searching for documents from a specific year, enter the first day of the year in the From field and the last day of the year in the To field. For example, to find all 2001 publications, enter 1/1/01 in the From field and 12/31/01 in the To field. The same can be done for searching a specific month.
Advanced Search by Full-text Search	Full-text Search, by itself, is the same as Quick Search. However, Full-text Search can be combined with Field Search on the Advanced Search page for more specific results.	For example, you might type "hipaa" into full-text and then select a date range. This will limit your search to content concerning HIPAA published during the period searched.
Advanced Search Results Options	When using the Advanced Search, you can choose how your search results will be sorted—alphabetically by title, by publication date, or by relevancy, in ascending or descending order. You can also set the number of results you want displayed on one page.	<ul style="list-style-type: none"> • Sort order should be selected prior to performing the search. • Enter the number of results you wish to display per page. • Use the drop-downs to select how you wish to sort your results.
Search Results Page	The search results page contains the following: <ol style="list-style-type: none"> 1. How many documents matched your search criteria. 2. If there is more than one page of search results, arrows for navigating back and forth through the results pages, and a drop-down box for selecting a particular page number. 3. The criteria you used in searching. This is what is displayed after Current Query. 4. An option to Refine Search results [see below for details]. 5. An option to Save your search results [see below for details]. 6. A results list with author, title, publication date, source and document description. 	<ul style="list-style-type: none"> • Scroll to view the results displayed on the page. • Click the forward arrow or select a page number to view more results. • Click on the title of a resource to view the document.
Refine Search on the Search Results Page	Once you have a list of results following a search, you can refine that list by adding criteria to further limit your search results. The drop-down and text boxes above your results list allow you to refine your search.	<ol style="list-style-type: none"> 1. Select the criteria (title, author, source, full-text, or publication date) by which you wish to narrow your search by choosing from the options in the drop down box on the left. 2. Enter the criteria (word or date) you want to use to narrow the results. 3. Click on the Refine search button. A new results list will appear. 4. You can refine your results further by repeating the steps above. If the new results are not what you intended, you can use the back button on your browser to reload an earlier list.

Action	Description	What You Need to Do
Search Results Page - Save Search	You can save the results of a search so that you do not have to recreate the search if you want to return to the list or to see whether anything new has been added.	<ol style="list-style-type: none"> 1. Click the Save button near the top of any search results page. A pop-up window will appear and prompt for a title for the search. 2. Enter a name for the search. 3. Click OK. You will be taken to your personal My Searches page, where all your saved searches are stored and displayed.
My Search Page	Your Saved Searches are listed on this page when you are logged into the BoK.	<ul style="list-style-type: none"> • To return to your saved searches at any time, click the My Searches button in the top navigation bar. The My Searches page contains a list of saved searches and options for editing your saved searches. • To see the results of a saved search, click on the link for that search. • To rename a saved search, click on the link for that search, and save the search again under the new name. Remember to delete the search as previously named from your saved searches. • To delete a search, check the delete box and click on the update button. If you check a delete box and decide not to delete, you can either remove the check in the delete box, or hit the reset button to restore the My Searches page to its original state.
Combining Search Terms (Boolean searching)	You can combine search terms with Boolean operators such as AND, OR, and NOT to refine your searches. A comma is equivalent to a Boolean "OR".	<p>Examples:</p> <ul style="list-style-type: none"> • Entering privacy OR confidentiality OR release of information results in documents containing ANY of the words/phrases <i>privacy</i>, <i>confidentiality</i>, or <i>release of information</i>. • Entering privacy, confidentiality, release of information results in documents containing ANY of the words/phrases <i>privacy</i>, <i>confidentiality</i>, or <i>release of information</i>. • Entering privacy standards AND hipaa AND states results in documents containing ALL the words/phrases <i>privacy standards</i>, <i>HIPAA</i>, and <i>states</i>. • Entering coding NOT reimbursement results in documents containing the word <i>coding</i> by not the word <i>reimbursement</i>.

Tips on Complying with the Terms and Conditions of Use

The Terms and Conditions of Use outline what members are able to do while logged into the Communities of Practice site. They define the do's and don'ts for members' participation. Links to the Terms are located at the top of every page. Below are some basis dos's and don'ts. Please read the full Terms and Conditions of Use for complete guidelines.

Things You <i>Can Do</i> in the CoPs	Things You <i>Can't Do</i> in the CoP
Determine salary requirements from published resources. Use data gathered from aggregate member profile data and the Workforce Study. In the My HIM Body of Knowledge section of your personal page, click on Subscribe to Topics. Scroll down the alphabetical list of topics and click on the Salaries link.	Post salary information or discuss salaries.
Check out the Job and Resume Bank_links to the Job Bank are located on the bottom of all pages and on the top of your Personal Page. Post job listings for free in AHIMA's Job Bank. Post your resume for free in the AHIMA Job Bank. Search the Job Bank for resumes of members seeking new opportunities.	Seek a job from others through the CoP by posting threads or directly e-mailing members. Post a job opportunity for others in a location other than the Job Bank. Post your resume in My CoP Bio or any other area of the CoP. Solicit other members to fill a position.
Suggest your favorite HIM links to be posted by the Facilitator. Click on Suggest a Link on the right-hand side of the Links section in the CoP where you would like to post it.	Link to your personal Web site.

Things You <i>Can Do</i> in the CoPs	Things You <i>Can't Do</i> in the CoP
Promote products and services developed by AHIMA that help you in your professional practice.	Advertise products or services that AHIMA has not developed. You may advertise through banner advertisements, classified ads, and the Vendor Directory.
Advertise a seminar or event sponsored by a CSA, CoP, or AHIMA.	Advertise a seminar that is given by a private company. Again, this may be promoted in a banner ad or other advertising channels AHIMA offers.
Solicit for focus group or product trial participants beyond a request for participation.	Use this site to conduct polls or solicit comments regarding a particular product, service, or company.
Post a brief biography of yourself to share with other members. Click on “ My CoP Bio ” link at the top of your Personal Page. Click “ Edit Bio ” to post your biography.	Post your resume or advertise your services or products through your CoP Bio.