



Introducing CHIA's Mentorship Program on the Community of Practice (CoP)

CHIA is delighted to announce CHIA's new Mentorship program. The new program is designed to promote dialogue and professional relationships between Mentors and Mentees. Mentors are experienced HIM professionals that will share their experiences, offer advice and encouragement, answer questions, and act as leaders, advisors and motivators to Mentees. Mentees are HIM students, new grads and other interested members.

Under CHIA's Mentorship Program:

- CHIA Mentees have the opportunity to direct their questions to one or more experienced HIM professionals.
- The Mentor group will function collaboratively to respond to Mentee questions.
- Mentees and Mentors will "meet" and communicate primarily through the **Geographic: California Mentorship** CoP on the AHIMA CoP Web site.
- Mentees and Mentors will also have the option of communicating privately, through channels outside the **Geographic: California Mentorship** CoP, e.g., phone or e-mail if they mutually agree to do so.

The CHIA Mentorship Program will use the Communities of Practice (CoP) Web site – called the **Geographic: California Mentorship** CoP to bring CHIA Mentees and mentors together in an open and fluid environment.

Once you have made a decision to be a Mentee or you are a Mentor who has submitted your mentor bio to the CHIA Executive Office, go to the AHIMA's CoP Web site and sign on.

New to the CoPs? Here are "log on" instructions.

The CoPs are open to all AHIMA members. All you need is your AHIMA member ID number and your password (usually your last name unless you have reset your password).

- Log on to the Internet address <<http://www.AHIMAnet.org/CoP>> or <<https://cop.ahima.org/CoP>>.
- Enter your **AHIMA ID number** and **Password** and click "Log In."
- Click on "Join/Visit Communities" icon near the top of the screen. States' CoPs are located under "G" for "Geographic Communities." Click on letter "G" in the Index.
- To join the CHIA Mentorship CoP, find and click on "Geographic: California Mentorship."
- Click the "box" that is in the "Join" column on the right in the "Geographic: California Mentorship" line.
- Scroll to the bottom of the page and click on the button "Join Communities."
- On next screen, click on "Personal Home."
- You are now back to your "Personal Home" page.
- Scroll down the communities listed on "My Communities" where will find "Geographic: California Mentorship" (this will now appear on your "My Communities" page each time you log in. Click on "Geographic: California Mentorship."
- In this CoP you will find a wealth of information. Scroll down to "Community Discussions" where you will find headers that read "See all Threads," "Create New Thread," "Preferences" and "Help."
- If this is your first visit to "Community Discussions," click on "Help" (you can view or print the Help). "Help" gives you details on how to participate in a CoP discussion, setting Community Discussions' preferences, viewing a thread and reading messages, replying to a message, viewing a full thread, viewing all threads within the community, creating a new thread, subscribing to a thread, unsubscribing to a thread, changing the display to printer-friendly format and if having problems viewing threads subjects and titles.
- You may "Log Out" of CoP at any time, there is an icon at the top of the page to click on.
- The next time you "log in," you'll be able to immediately scroll down to the "My Communities," select "Geographic: California Mentorship" CoP.

Update Your Member Profile

Keep your AHIMA Member Profile up-to-date at <<http://imis.ahima.org/source/security/member-logon.cfm>> or if you are already 'logged in,' you can click on the "Update profile" icon while in the CoP. If you haven't updated your profile, your demographic information may be outdated. Current information is important for one-to-one contact on the CoP.

The CoP has a notification feature that allows you to receive a message at your regular e-mail address when information is added or you will receive a message in the CoP. Visit the "California: California Mentorship" CoP and set the "Notifications" on the top gold bar. You choose the timeframe for the CoP and the topics. To receive a notification about the new CoP messages, visit your inbox (mailbox icon) and click on "Preferences." Choose "yes" on the "new Internal Mail Notification" menu and click "Update." Let the CoP tell you what is new.

* To make this new Mentorship Program successful, please volunteer to be a CHIA Mentor, if you are not one already. See details in the **Geographic: California Mentorship** CoP.