

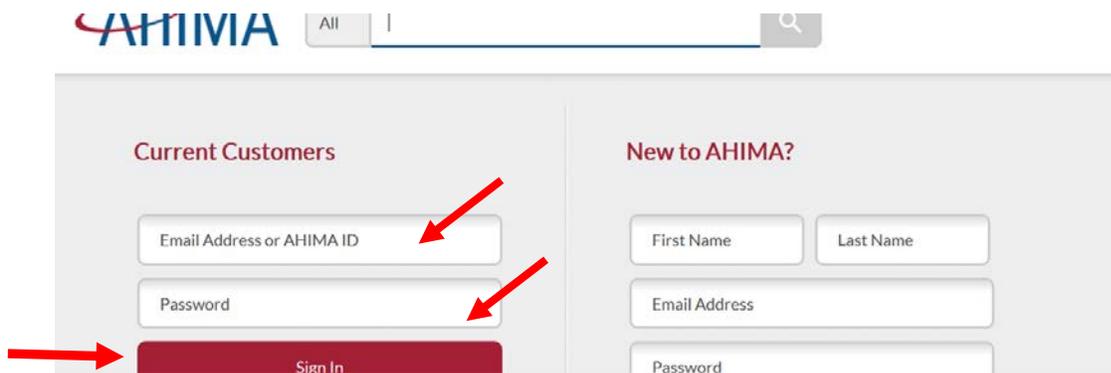
How to Apply for an AHIMA “Elected” Volunteer Position.

Deadline for Nominations - March 31, 2018

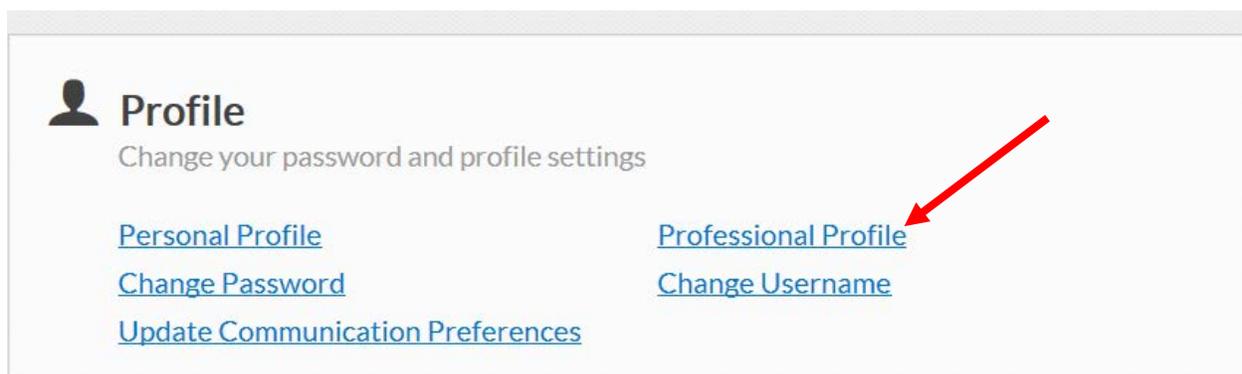
1. Go to www.myAHIMA.org



2. Enter your AHIMA ID number and password.



3. Click on the Professional Profile Section



4. Locate the Biography Section of the program. Review your profile information and enter your brief biographical information in the area shown below. It is advisable to do your brief bio in Word and transfer the information to the online form. The Word document will allow you to confirm the word and character count before transferring it to the online template. (See sample on the next page).

My AHIMA Profile : Professional

PERSONAL PROFILE CHANGE USERNAME CHANGE PASSWORD

 Marilyn Render
AHIMA ID:
Membership:

Edit

Employment

am currently employed

*Employer
AHIMA

*Address Line 1
233 N Michigan Ave Fl 21

Address Line 2

*City
Chicago

*State
IL

*Country
United States

*Zip Code
60601-5813

Current Job Title
Project Manager

*Job Level Category
Manager/Supervisor

*Primary Job Setting
Other Provider Setting (e.g. rehab)

Facility Size
- Select -

Number of Doctors
- Select -

Part Time Faculty or Adjunct Professor

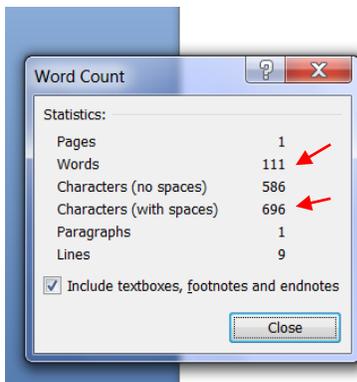
Biography

Other Certifications

Credentials - Other Designations:

b. Biography – See the Reference Guide for details.

Your brief biography should not exceed 150 words (750 characters) this includes spaces. Please note, if selected for the ballot, this brief bio information will be printed in the *Journal of AHIMA*.



Sample Brief Bio Format

Barbara Fuller, JD, RHIA, is senior policy analyst at the National Human Genome Research Institute in Bethesda, MD. She has been chair of AHIMA's program committee, the subcommittee on definition of the profession, the Council on Organization and Development, and the sub council on bylaws and resolutions. Fuller also has served on AHIMA's Council on Professional Practice and the AHIMA nominating committee. She has served two terms as president of the Virginia Medical Record Association. She is a member of the Washington, DC, and Maryland bar and has served managing editor of the *Journal of Contemporary Legal Issues*. She is a widely published speaker and writer on the subject of genetics.

As shown above, the word count for this brief bio is 111, with 696 characters including spaces. Please be sure to type your information in Word, checking the word and character count and then copy and paste the final version to the online template.

5. Photograph

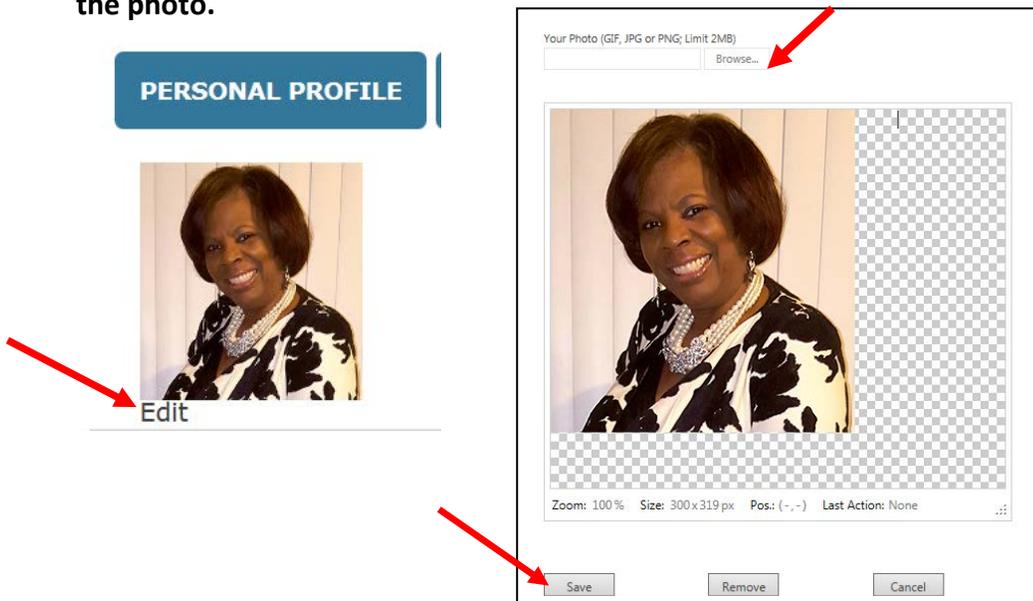
A photograph **must be included** in your online profile. In certain cases, we may require that your photo be sent to us in the size as follows:

- Resolution of **300 ppi** (pixels per inch)
- Around **8"x10"** at the largest. **5"x7"** at the smallest.
- For the online version, the photo must be under 2MB.

This is required for digital print purposes

To upload your photo into your online myAHIMA profile:

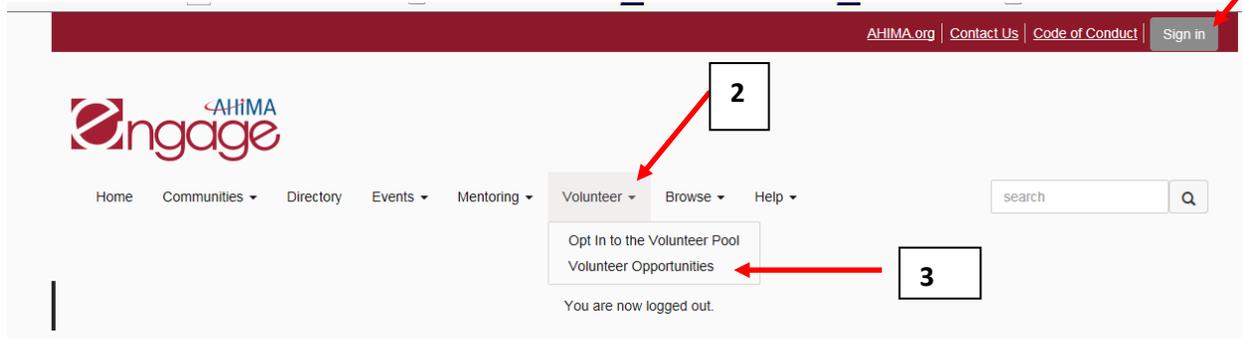
Click on the **Personal Profile**, **Select Edit**, next **Browse** to the location where your photo is stored on your computer. The photo will appear allowing you to make any adjustments. **Save** the photo.



Please note members submitting an application for an elected position must complete their myAHIMA online profile with a brief bio and professional photo before completing the application in the Volunteer Center. The information will appear in the online profile and the volunteer center.

AHIMA's Volunteer Center

1. Go to Engage and Sign In *(Please note, you will not be able to see the "Elected" volunteer positions unless you login to Engage first).*
2. Click on the **Volunteer Tab**
3. Select **"Volunteer Opportunities"**



All of the Volunteer Opportunities will appear in the section below.

Showing 1 to 10 of 11

Name - A to Z 10 per page Create Opportunity

Details	
AHIMA Board of Directors: Director	January 01, 2018 Multi-Year Commitment Apply Today!
AHIMA Board of Directors: President/Chair-elect	January 01, 2018 Multi-Year Commitment Apply Today!
AHIMA Foundation Board of Directors	April 03, 2017 Multi-Year Commitment Online Opportunity Apply Today!
AHIMA Foundation Registered Apprenticeship Workgroup Member	February 19, 2016 Multi-Year Commitment Online Opportunity Apply Today!
CCHIIM Commissioner	January 01, 2018 Multi-Year Commitment Apply Today!
CHDA Exam Prep Materials Update Task Force	August 01, 2017 Full Day Online Opportunity Apply Today!
Council for Excellence in Education (CEE) Member	January 01, 2018 Multi-Year Commitment Apply Today!
Engage Community Facilitator	March 01, 2016 Multi-Year Commitment Online Opportunity Apply Today!

4. Click on the position of interest (*AHIMA Board of Directors: Director, AHIMA Board of Directors: President-Chair-elect, CCHIIM Commissioner, Council for Excellence in Education (CEE) Member or House of Delegates Speaker-elect*).

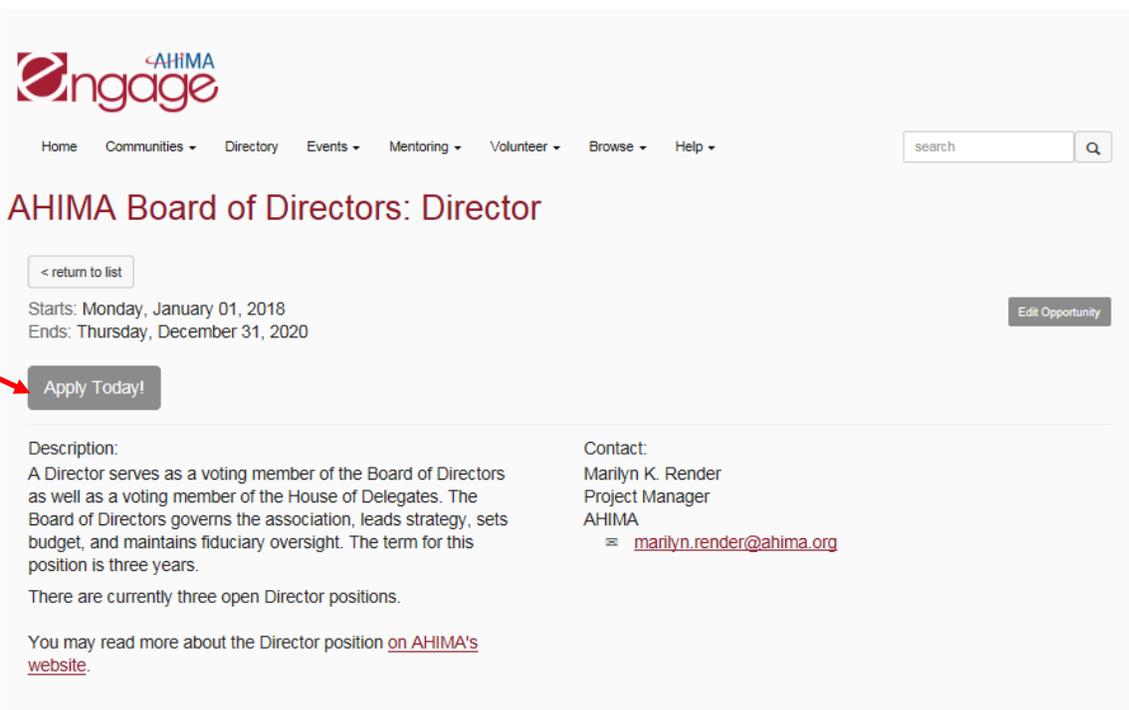
4

Details	
 AHIMA Board of Directors: Director	January 01, 2018 Multi-Year Commitment Apply Today!
 AHIMA Board of Directors: President/Chair-elect	January 01, 2018 Multi-Year Commitment Apply Today!
 CCHIIM Commissioner	January 01, 2018 Multi-Year Commitment Apply Today!
 Council for Excellence in Education (CEE) Member	January 01, 2018 Multi-Year Commitment Apply Today!
 House of Delegates Speaker-elect	January 01, 2018 Multi-Year Commitment Apply Today!

1

5. After you click on the desired elected position, the system will take you to the site which includes a brief description of the position and the link to **“Apply Today.”**

5



The screenshot shows the AHIMA Engage website interface. At the top, there is a navigation menu with links for Home, Communities, Directory, Events, Mentoring, Volunteer, Browse, and Help. A search bar is located on the right. The main heading is 'AHIMA Board of Directors: Director'. Below the heading, there is a '< return to list' button, the start and end dates (Monday, January 01, 2018 to Thursday, December 31, 2020), and an 'Edit Opportunity' button. A prominent 'Apply Today!' button is highlighted with a red arrow. The page content includes a 'Description' section stating that a Director serves as a voting member of the Board of Directors and the House of Delegates, governing the association and leading strategy. It also mentions that there are currently three open Director positions. A 'Contact' section lists Marilyn K. Render, Project Manager at AHIMA, with the email address marilyn.render@ahima.org. A link is provided to read more about the Director position on AHIMA's website.

6. The Application for the Volunteer Opportunity Screen will appear. Complete the questions, upload 3 Letters of Recommendation, and a resume. Please be sure to follow the required formats listed in the instructions.

The screenshot shows a web browser window with a blue navigation bar at the top. Below the bar is a white application form titled "Application for Volunteer Opportunity". The form contains the following sections:

- Applying to serve in an AHIMA Elected Position**
Please complete all questions; you will also be uploading three letters of recommendation, your current CV, and a professional photo. See below for specific requirements.
- What makes you a good candidate for this position?**
A large empty text box for the answer.
- Please summarize how your service would be beneficial to AHIMA, if selected.**
A large empty text box for the answer.
- Required document: three letters of recommendation**
The letters of recommendation should be in PDF format (saved in one PDF is preferred).
- Required document: CV**
Your CV should be in PDF format, up to date, and limited to 10 or fewer pages.

Five red arrows point from the left side of the page to the following elements: the title, the introductory paragraph, the first question, the second question, and the CV requirement section.

The deadline to submit a nomination for an “Elected” volunteer position application is March 31, 2018. If you should have any questions, please contact Marilyn.Render@ahima.org or phone (312) 233-1161. Thank you.