



What's Inside

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Ever thought about becoming a mentor? Read about FHIMA "Bridging the Gap"
- Missed the last business meeting? Catch up with meeting minutes.

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Mentorship: Get Past the Myths

The thought of becoming a mentor conjures up many images where an older wiser person spends hours teaching and guiding his (or her) protégé. The idea of taking that task on seems daunting. By definition a mentor is someone who is experienced, and is willing to share wisdom and knowledge based on their experiences as well as to offer insight, guidance and inspiration to another person. Ideally, the mentor – protégé relationship provides a risk free environment to offer career advice

Do a Google search on mentoring. There are pages of links providing the how's and why's of mentoring in a wide variety of specialties. Despite the different settings, there are many similar themes on these sites, particularly some common misconceptions about mentoring. Among the most common misconceptions and stereotypes:

- *Mentoring can only be from the mentor to the protégé.*
Mentoring is not a one-way street. Each can learn from the other.
- *Mentoring can only be face to face.*
Communication is possible through E-communications, telephone as well.
- *Mentoring is a time consuming process.*
Most programs suggest only 2 hours a month.
- *Mentors must be older*
There are no age requirements for either the mentor or the protégé.
- *Making a connection between mentor and protégé can be complicated.*
Keeping the relationship professional with clearly set guidelines will enhance the experience; the mentor is not a counselor.

Mentoring is not providing casual advice, nor does it guarantee that the protégé will get a job or a promotion. It is an opportunity to help, share and learn for both the mentor and the protégé. In July 2007, the Florida Health Information Management

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Mentorship (continued)

Association (FHIMA) started the “Bridging the Gap” task force. It was designed and set up with two sections: internships and mentoring. In July 2008, FHIMA upgraded BtG to a state Committee with the same sections. It was created to assist HIT and HIA programs around Florida to assist student internships, professional practices and other on site, real world experience in HIM. The Mentorship portion was specifically created to assist students in their final year by pairing them with professionals to assist with studies, networking, volunteer opportunities and job seeking.

Since its inception, more than 45 students have had the opportunity to meet with professionals who have encouraged involvement in their regional and state HIM associations. Students also received assistance with their resumes as well as preparation for the RHIT and RHIA credentialing exams.

While off to a good start, this is just the beginning. Future project ideas include (1) enhancement of services by teaming hospitals with HIT related departments to assist in entry level employment of new graduates and (2) preparation of a FHIMA website tool kit for new graduates where students who participate in the Mentorship Program and who successfully finish their HIT or HIA program can submit a profile which includes their resume, biography, photo and other experience. Each year the Mentorship Program has conducted surveys to gather statistics and feedback for future planning.

Who can be a mentor and who are the students?

For Bridging the Gap, a mentor must be a member of AHIMA, FHIMA and the local region of HIMA (GCHIMA). The student must be a second year HIT or a senior HIA student in a CAHIM approved program in the state of Florida.

How long does it take and how much work is involved?

Mentors contact the student twice a month. Additional contact is at the discretion of the mentor and the student to arrange. Students commit to participating in two conversations with the mentor to whom they are assigned. Both mentors and students commit to a 1-year term, from January 1st through December 31st. The approximate time commitment to the program is two hours monthly or 24 hours for the 1 year commitment. This is a 1:1 mentor / student (or) student / mentor ratio.

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Mentorship (continued)

What do they do?

Mentors provide their assigned student with encouragement, support and professional advice. They introduce their student to other HIM professionals in order to create networking relationships for the student. These introductions do not necessarily have to be formal face to face introductions.

Mentors also assist their student by reviewing their resume and providing constructive yet positive feedback. They help their student determine what entry level positions would be suitable and provide ideas on how and where to begin their job search. This is advice and not a guarantee of employment.

Students commit to working on their resume and accepting constructive yet positive feedback from their mentor. They work with their mentor to determine what entry level positions are suitable for them and how and where to begin their job search.

If the student is working in an HIM related field, they may work on current position enhancement ideas, room for promotion or other ways to grow in their current position. Students also commit to participate in their local regional HIMA association meetings, educational events and volunteer opportunities.

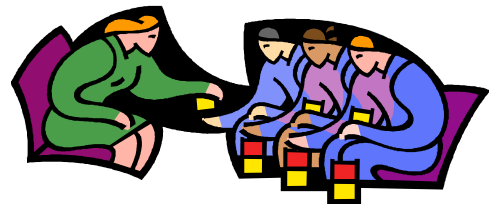
It is important to note that the student should not expect the mentor to employ the student upon graduation. Expectations must be clear at the onset.

Based on the June 2009 feedback, when the connection is made, both mentor and student benefit from the experience. One comment response stated, "Great job, I feel it has assisted my student and myself!" More information about the mentorship program can be found at the FHIMA website:

<http://www.fhima.org/HIMEducationCareers.htm#FHIMA%20Mentorship%20Program>

By Joan Warner, RHIT, CCS

Special thank-you to Barbara Bermudez and Donna Retallack for their assistance in gathering information for this article.



Sources:

FHIMA Mentorship Program

<http://www.fhima.org/HIMEducationCareers.htm#FHIMA%20Mentorship%20Program>

U.S. Department of Justice Guidelines for Creating Successful Mentoring Partnerships

<http://www.usdoj.gov/jmd/ps/docs/mentoring-guidelines.pdf>

Eight Mentoring Myths Busted

http://iee.org/portal/site/tionline/menuitem.130a3558587d56e8fb2275875bac26c8/index.jsp?&pName=institute_level1_article&TheCat=1002&article=tonline/legacy/inst2007/dec07/careers.xml&

Mentoring Myths and Tips

<http://www.nationalserviceresources.org/mentoring-myths>

What Are You Doing for HI&T Week?

November 1 – 7, 2009 – Health Information and Technology Week

Try a new idea:

Another HIT week looms. Are you bored with the same balloons and pins? Do you never want to see another pen or tote again? Take a page from the Southwest Florida Health Information Management Association and consider having a “bring your student to work” day during HIT week.

You can have a tour of your department and invite a local vendor to demonstrate a product. You can invite local HIM students to tour.

If you are interested, provide information for members to contact one of our local HIT/HIM programs for students. Include the contact information for our local programs to “bring a student to work.” You could also have materials (cards and brochures) about the HIM / HIT degree programs.



*The Next GCHIMA Meeting is on
November 18, 2009 at 2 p.m.
Location: Hospice Palm Harbor
2675 Tampa Road
Palm Harbor (just east of US 19)*

*See the GCHIIMA website for more
details: <http://www.gchima.org/>*

Go with tried and true:

AHIMA has a number of activities suggested at their website including:

For HIM Professionals

- Promotion with notices for the organization’s intranet site, in-house publications, flyers, tent cards and e-mail message
- Lunch and learn for facility employees using an AHIMA created Power Point presentation
- HI&T Week Quiz and Drawing

For Public and Community members

- Community seminars on patient safety (another AHIMA produced PowerPoint)
- HI&T Week Lobby Display
- Local Media Coverage – with sample press releases found on the AHIMA website:
http://www.ahima.org/hitweek/2009/HITWeek/HIT09_Activities.pdf

Other Ideas

Enlist the vendors you do business with to provide lunches during the week for your staff.

Hold guessing contests, such as the number of paper clips in a jar or pages in a chart for small prizes

FOR GCHIMA MEMBERS ONLY - CEU QUIZ – Mentorship – Get Past the Myths

1. Mentorship requires a significant amount of time commitment.
True / False
2. Mentorship does not guarantee employment for the protégé.
True / False
3. Age is a determining factor in the selection of a mentor.
True / False.
4. All but which of the following are common misconceptions about mentorship. (a) mentoring can only be face to face (b) mentoring is a two-way street (c) the relationship between mentor and protégé is complicated or (d) the mentor must always be older than the protégé.
5. Which one of these is not part of the Bridging the Gap commitments (a) the mentor and student will communicate twice a month (b) the mentor will provide assistance with the student’s resume (c) the student will volunteer for local HIM associations or (d) the mentor will write a letter of recommendation?
6. Which of these is in future plans for the FHIMA Mentorship program. (a) Teaming HIT departments with hospitals to assist with entry level employment (b) create an online profile page for students who complete both the HIT / HIA program and the mentorship program (c) both a and b.
7. Mentorship is more than providing casual conversation.
True / False
8. Expectations for the mentor and student should be clearly defined for a successful mentorship program.
True / False

Answer Sheet Continuing Education Quiz

Circle the correct answer. For True / False, use (a) for True and (b) for False

If you prefer to have your certificate sent by e-mail, enter your e-mail address in place of your street address; please print. *Response due by December 31, 2009.*

1	2	3	4	5	6	7	8
a	a	a	a	a	a	a	a
b	b	b	b	b	b	b	b
c	c	c	c	c	c	c	c
d	d	d	d	d	d	d	d

To receive your continuing education certificate, submit your answers to:
Joan Warner
3249 Buckhorn Dr.
Clearwater, FL 33761
jewarner@tampabay.rr.com

Name: _____
 Address: _____

 Phone: _____
 AHIMA Member ID _____

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Visit our website at
<http://www.gchima.org/>

GCHIMA Business Meeting Minutes from May 20th

GCHIMA May 20, 2009
The Hospice of the Florida Suncoast
Pinellas Park, FL
8 AM – 4 PM

Becky Scutro opened the meeting, welcomed attendees to the GCHIMA 2009 May Symposium, "Reaching New Heights in HIM."

Business Meeting

Minutes from the March 18, 2009 meeting were approved.

Committee Reports**Treasurer's report**

For details of the Treasurer's report, please refer to our Members only section.

Newsletter Committee

Joan Warner, Chair of the Newsletter Committee, distributed a rough draft of the 1st edition of the newsletter for the members to review and offer suggestions and comment. The newsletter will offer CE opportunities twice a year.

FHIMA Update

Anita Doupnik gave an update regarding the state meeting in July and Hill Day.

There were no reports for the following committees: Nominating Committee, Program Committee, Fire Committee, Executive Committee, and Legislative Committee.

Open Discussion

There was open discussion regarding the GCHIMA website. Various members proposed placing the Treasurers Report on the website for the membership to review under the "Membership Only" tab

The next meeting is scheduled for September 16, 2009 at Town & Country Hospital. Refer to the GCHIMA website for further details.

Respectfully submitted by Gwen Clippard.