



Association for Hospital Medical Education
Over 50 Years of Improving Healthcare Through Medical Education

TO: New AHME Members
FROM: David Pieper, PhD
Member Services Chairperson
Kimball Mohn, MD, Executive Director
RE: AHME New Member Packet

On behalf of Andrew Filak, 2011–2012 President, our Board of Directors, Dr. Mohn and I, we welcome you as a new member of the Association for Hospital Medical Education (AHME). For 50 years, AHME has been the premier organization serving hospital–based medical education at the undergraduate, graduate and continuing levels.

Our organization is dedicated to providing you with practical, pragmatic education, resources, support and networking to help you with the ever–changing and demanding world of medical education.

There are many benefits to your AHME membership. This packet includes highlights and instructions to help you quickly reap the benefits of membership. Remember, AHME headquarter staff is available to help you Monday–Friday, 9 am – 5 pm ET and through www.ahme.org.

Also, there are many ways you can contribute to the organization, including council membership, division or committee participation and others. These are outlined in this packet as well.

So, to get started. . .we've put together a Top Five To–Do List. If you do these things in the first days of your membership, you can begin to experience what makes AHME a valuable resource for your institution and for you, personally.

1. Put your AHME Member ID in a handy and secure location. It is important for accessing different resources.
2. Go to www.ahme.org, click on the Members tab, click on Create Username and Password. This information will be required when you want to access the Member's Only section under the Members tab. Keep this information secure and handy as well.



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New Member Packet continued. . .

3. Once you have your Member's Only Area username and password, use it to enter that section under Members tab and click on Message Board. Click on Register on the top right corner and register a *different* username and password for access to the Message Board. It *can* be the same as your Member's Only username and password, but you do need to register separately and receive approval before you can have access to the Message Board.
4. Go to the web site and within the Members Only Section, look for **Guide to Medical Education In The Teaching Hospital**. This is *the* resource for medical education professionals and should be easily accessible and referenced in your day-to-day work. It's invaluable!
5. Review Highlights of AHME Member Benefits on the next page or at www.ahme.org for more information on the free and valuable benefits available to you.

Again, welcome to AHME. We hope that you gain much value from your membership and become an active part of a very vital organization within the medical education field. We welcome your comments and suggestions in how we can meet your needs best.



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Highlights of AHME Member Benefits

The Association for Hospital Medical Education offers members many invaluable resources, educational opportunities, networks and vehicles for communication within the field of medical education. Here is an overview of what is available to you and how you can access each resource. Go to www.ahme.org to learn of all benefits available to AHME members.

AHME Headquarters

AHME Headquarter staff can assist you with any questions related to your membership, including:

- Membership invoices and payment
- Event registration or questions
- Your membership profile and updating your information
- Online and web site access and resources

AHME Educational Events

Annual Educational Institute - Annual multi-day conference held in May. Covers the latest news and trends, expert speakers on the hottest issues and niche-specific programming.

Regional Academies - One-day programs, covering the basics of medical education. Great for new staff, people in new positions or as a refresher.

Web Site Resources

Membership Profile - Update your membership information online or through headquarters.

Membership Directory - Search for members or print a directory.

Presidential Communication - Letters, news, and minutes from AHME's President.



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Web Site Resources continued. . .

Member's Only Area

Message Board – Stay current and get answers to your pressing questions by posting messages to other AHME members and non-members. Once registered, access the FAQ and Helpful Hints under the Welcome Message.

Guide to Medical Education In The Teaching Hospital – The Medical Education “handbook” and reference in its third round of publishing.

Job Postings – View jobs available in medical education and learn how your institution can post job openings for free.

Publications

AHME News – Newsletter published in both print and electronic forms, providing professional articles, news and updates on all things AHME.

Guide to Medical Education In The Teaching Hospital – An online reference that is helpful in day-to-day work of the medical education professional.

Division, Council and Committee Participation – Get involved; meet AHME members, impact medical education.

Divisions

Executive – Oversees AHME Leadership

ALPD – Academic Leadership and Professional Development

C&C – Communications & Collaborations

Finance

Committees

Bylaws

Nominating

Councils

CTYPD – Council of Transitional Year Program Directors

CADME – Council of Administrative Directors of Medical Education

CCME – Council on Continuing Medical Education

COMEC – Council on Medical Education Consortiums