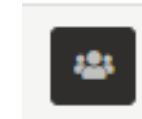


# AKMGMA - New Community Forum






<https://akmgma.junolive.com/>

# How to Access Communities

- ▶ Through Info Hub, under My Info, Lists/Committees click the



## LISTS/COMMITTEES

General Discussion	4/18/2025	 
Executive Board Members	4/21/2025	 
ACMPE Discussion	4/21/2025	 

- ▶ Go directly to <https://akmgma.junolive.com/main/home>

# AKMGMA Community - Discussion Groups

- ▶ General Discussion - Active Members only
- ▶ ACMPE Discussion - Anyone who is interested in earning a certification or fellowship or already has a CMPE or FACMPE and is willing to help others
- ▶ Billing/Coding Discussion - Those interested in learning about or currently working in billing/coding

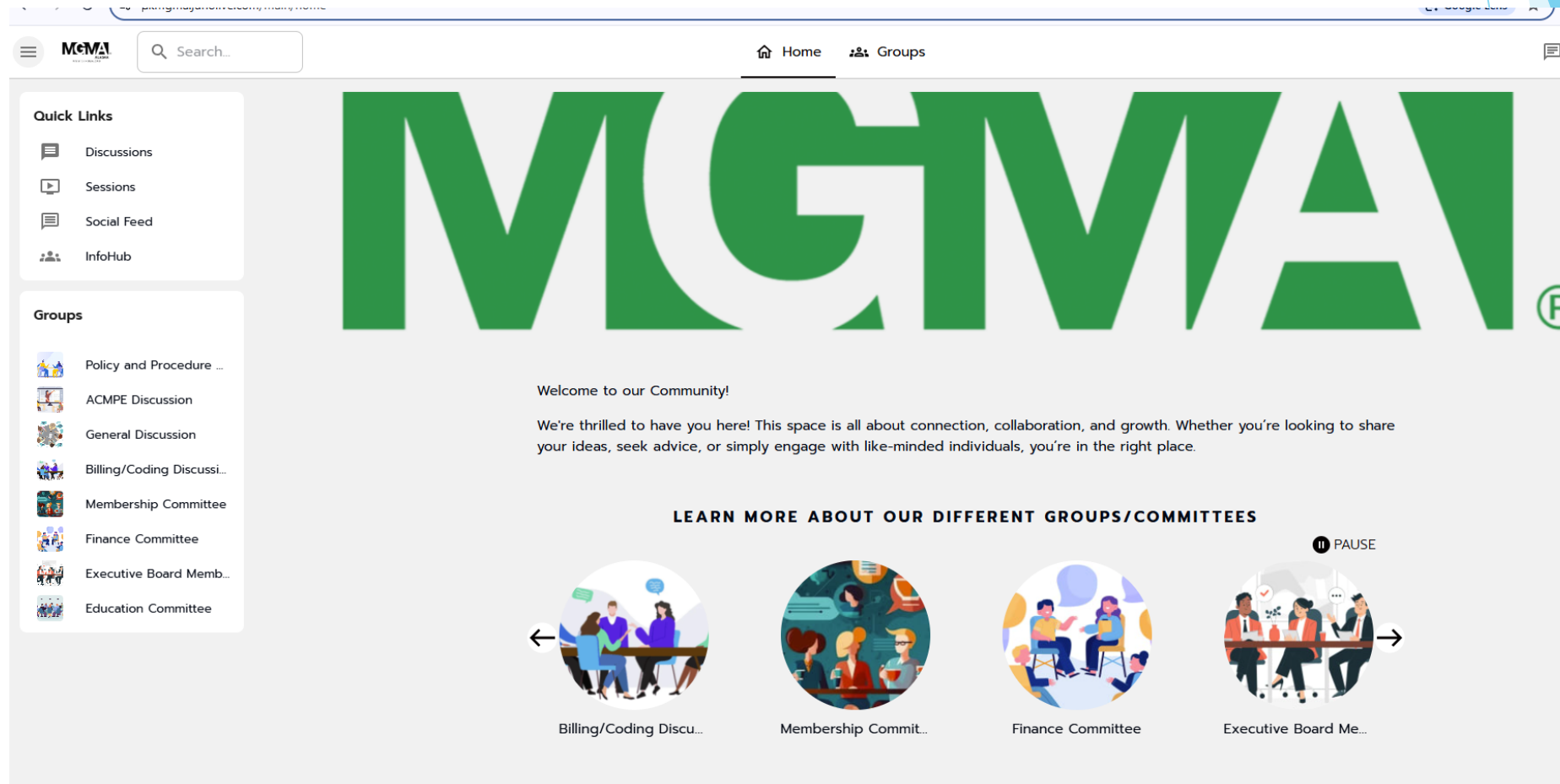
# AKMGMA Community - Committees

Committee commitment is typically one year, but we are happy to have those who may have a limited availability. Committees typically meet once each month, but may take time off or meet more often as needed to achieve the set goals.

- ▶ Executive Board - Board members only
- ▶ Education - Those who want to assist in providing quality education sessions to members
- ▶ Membership - Those interested in expanding AKMGMA membership and ensuring members receive needed benefits
- ▶ Conference - Anyone interested in helping provide an educational and fun annual conference
- ▶ Policy and Procedure - For those interested in helping create and maintain association and board policies and procedures
- ▶ Finance - For those interested in assisting with the financial operations of the association

# AKMGMA Community

- ▶ The Community is open to all current members!



# Info Hub - Adding Communities

- ▶ Under My Info - click the + button to add committees and groups to your community
- ▶ If you're already in that community group OR are not eligible to join the community, it will not show up as one for you to choose from
- ▶ You can open the Community page by clicking on the group icon next to the group
- ▶ You can see who else is in the group by clicking the list icon





## LISTS/COMMITTEES

General Discussion	4/18/2025	 
Executive Board Members	4/21/2025	 
ACMPE Discussion	4/21/2025	 
Policy and Procedure Committee	4/21/2025	 
Finance Committee	4/21/2025	 
Billing/Coding Discussion	5/14/2025	 
Education Committee	5/14/2025	 
Membership Committee	5/15/2025	

# AKMGMA Community

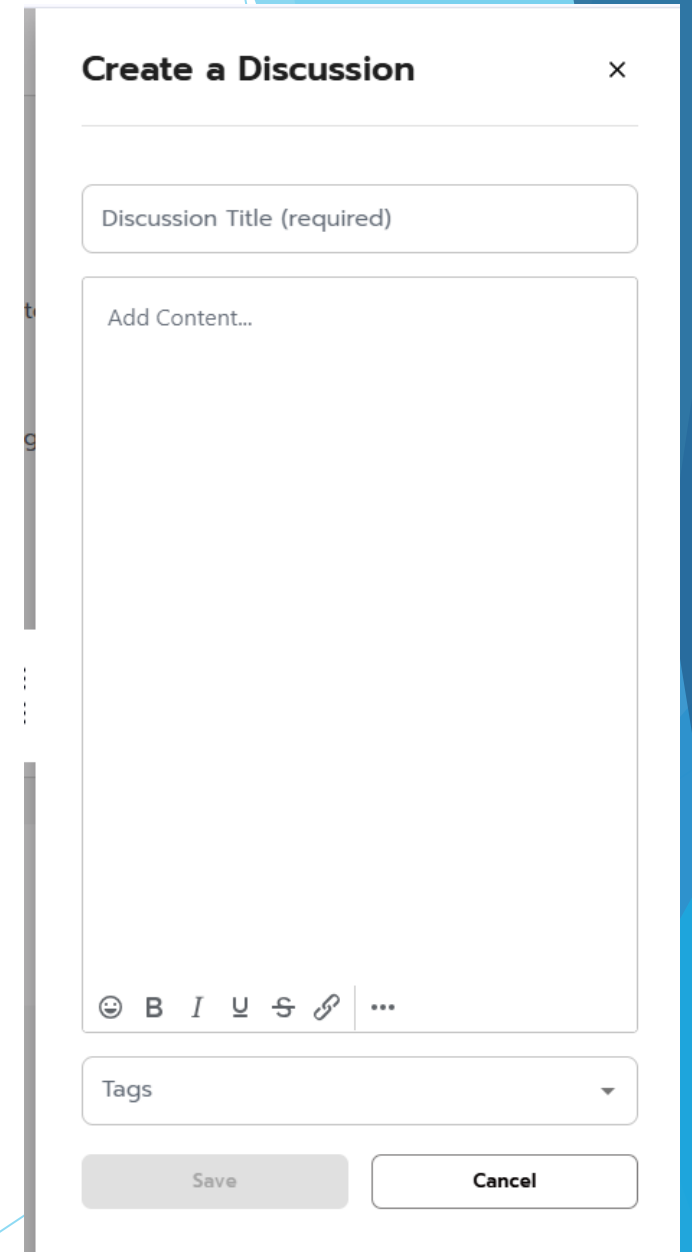
- ▶ The Discussions board is for EVERYONE and you are automatically “signed up” to participate
- ▶ Just a reminder we do have rules...
  - ▶ -remember that this information is not "anonymous"
  - ▶ -refrain from posting anything that could be considered anti-competitive/anti-trust (ie: discussions of wages and/or fees charged)
  - ▶ -be respectful of others that are posting
  - ▶ -be professional
  - ▶ -respond to all when appropriate so others can get the benefit of your post
  - ▶ -for a complete set of rules and etiquette suggestions, see our [Code of Conduct](#)

## Quick Links

-  Discussions
-  Sessions
-  Social Feed
-  InfoHub

# AKMGMA Community - How to Post

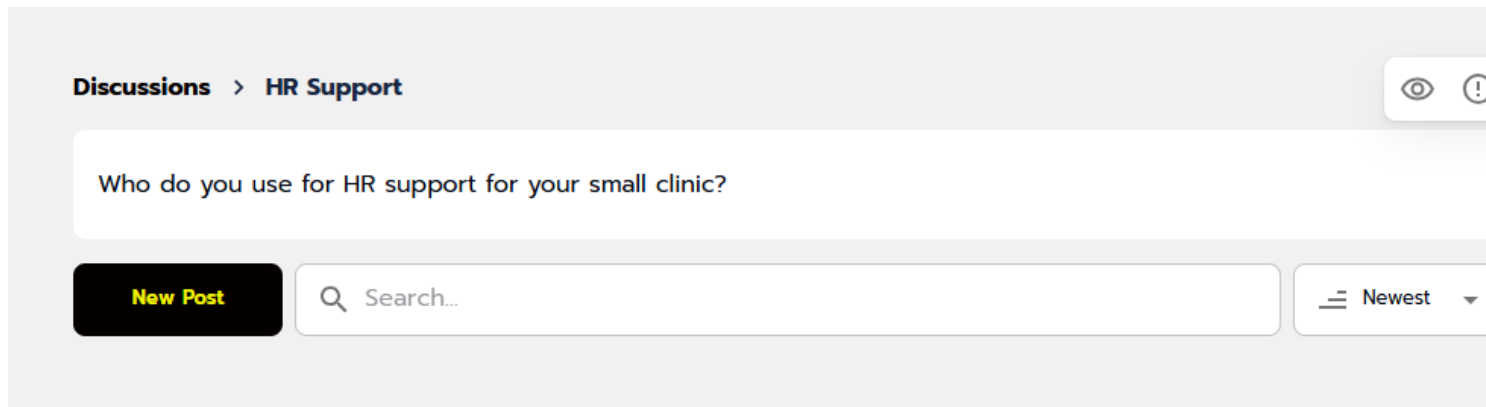
- ▶ Whether in the main Discussions board or one of the Groups, the How To is the same
- ▶ Each board starts with a DISCUSSION - discussions are brief topic descriptions or items for information
- ▶ Discussions require a Title and only allow for hyperlinks (no attachments)

A screenshot of a "Create a Discussion" form. The form has a title bar with "Create a Discussion" and a close button (X). Below the title bar is a text input field labeled "Discussion Title (required)". Underneath is a large text area labeled "Add Content...". At the bottom of the text area is a rich text editor toolbar with icons for emoji, bold (B), italic (I), underline (U), strikethrough (ABC), link, and a menu (three dots). Below the toolbar is a "Tags" dropdown menu. At the very bottom are two buttons: "Save" and "Cancel".



# AKMGMA Community - How to Post

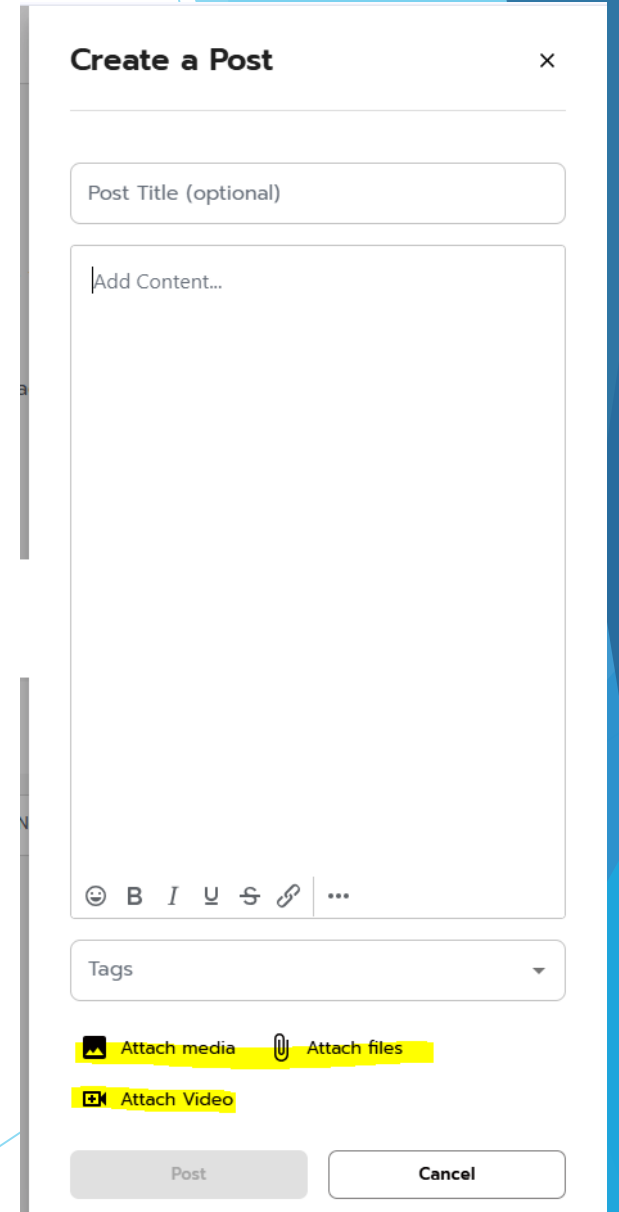
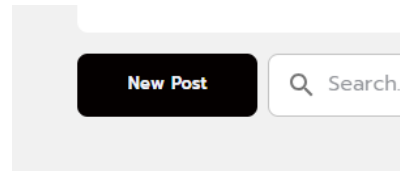
- ▶ Once a Discussion topic has been created, then you can POST to the topic
- ▶ Click on the Discussion Topic Header and it will take you to a new page where you can create a New Post



The screenshot displays a web interface for a community discussion. At the top, a breadcrumb trail reads 'Discussions > HR Support'. To the right of this trail are two icons: an eye and an exclamation mark. Below the breadcrumb, a text box contains the question 'Who do you use for HR support for your small clinic?'. At the bottom of the interface, there is a black button with the text 'New Post' in yellow, a search bar with a magnifying glass icon and the placeholder text 'Search...', and a dropdown menu with a hamburger icon and the text 'Newest'.

# AKMGMA Community - How to Post

- ▶ New Posts can have attachments up to 10MB including videos, other media, or files

A screenshot of a "Create a Post" dialog box. It features a title field "Post Title (optional)", a large text area with a placeholder "Add Content...", and a rich text toolbar with icons for emoji, bold, italic, underline, strikethrough, link, and more options. Below the text area is a "Tags" dropdown menu. At the bottom, there are three attachment options: "Attach media" (with a picture icon), "Attach files" (with a paperclip icon), and "Attach Video" (with a video camera icon). The "Attach media" and "Attach files" options are highlighted in yellow. At the very bottom are "Post" and "Cancel" buttons.

Create a Post

Post Title (optional)

Add Content...

👤 B I U S 🔗 ...

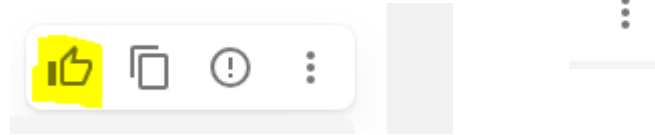
Tags

🖼️ Attach media 📎 Attach files 🎥 Attach Video

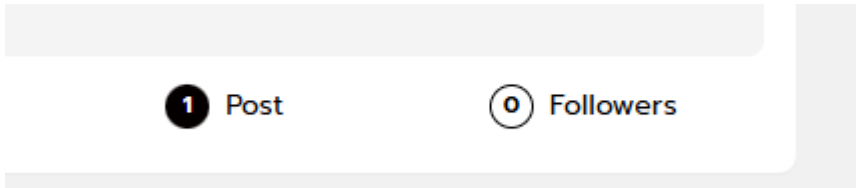
Post Cancel

# AKMGMA Community - How to Engage

- ▶ Discussions are “followed” but clicking the  
Then choosing



- ▶ You can respond to a Discussion by Posting (last page) and you can see how many posts and followers are on a discussion



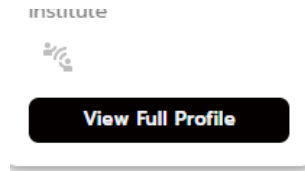
# AKMGMA Community - How to Engage

- ▶ Posts can have Comments or Likes

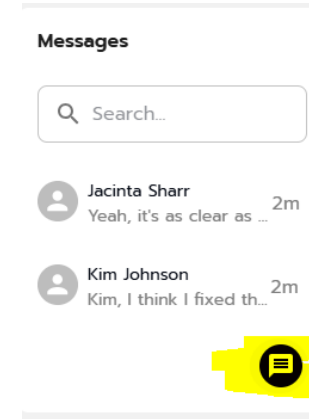
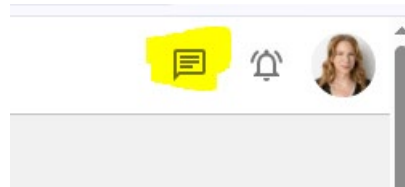
The screenshot displays a user interface for a community post. At the top, a post by **Brooke Shasby** is shown, dated "1 month ago". The post content is "SB 121 and SB 122 information" and includes a "Legislative" tag and two file attachments: "SB122 P...(002).pptx" and "ASMASB ...(002).pptx". To the right of the post, there are icons for "1 Tag", "1 Like", and "1 Comment". Below the post, the "Comments (1)" section shows a comment by **Cynthia Morse**, dated "1 month ago", which reads "Great information. Thank you Brooke!". To the right of the comment are icons for "0 Likes" and a "Reply" button. At the bottom, there is a text input field with the placeholder "Add Comment" and icons for emojis, images, and links. Below the input field are two buttons: "Comment" and "Cancel".

# AKMGMA Community - How to Engage

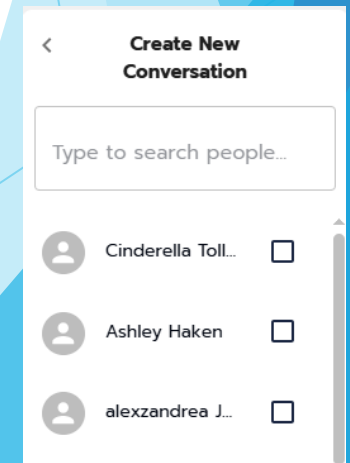
- ▶ You can send Messages to other members by clicking on their names and “view full profile”



- ▶ OR Go to the message icon in the top right and click a new message  
(This is the ONLY place to currently see if you have a new message)

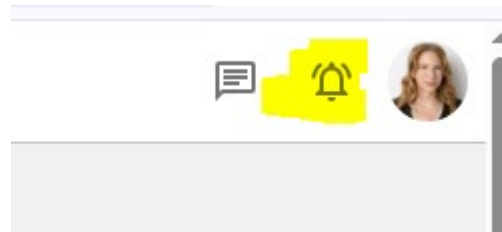


- ▶ This method allows you to message multiple people at the same time



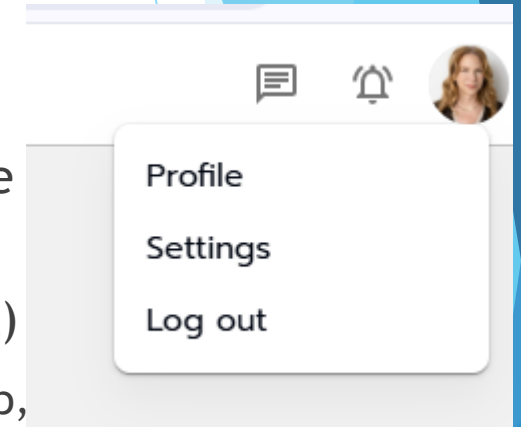
# AKMGMA Community - New Discussion Notifications

- ▶ New Discussions will be emailed to you from [noreply@junolive.com](mailto:noreply@junolive.com) as a Daily Digest - Make sure this is marked as a SAFE SENDER so that you get these emails
- ▶ Currently, these emails ONLY come out (at 5pm) on days when new DISCUSSIONS are added to the main discussion board, or any group you are a member of.
- ▶ If there are new discussions or posts since you last logged in, you'll see a notification in the upper right



# AKMGMA Community - Settings/Notifications

- ▶ You can update your profile and settings by clicking on your picture/icon
- ▶ Profile - You can add a picture and describe yourself. This profile will only be seen if someone clicks on your name.
- ▶ Settings - Here you can turn off your notifications (including the Daily Digest)
  - ▶ The “Event Reminder Emails” are only for events created with a community group, not events you may have registered for through Info Hub or the Website
  - ▶ You can remove the ability for others to send you messages or see your profile



# AKMGMA Community - Breakdown

- ▶ Everyone is part of the main DISCUSSIONS board
- ▶ You have to SIGN UP to be in any of the other group discussion boards
- ▶ Discussions are “topics” that don’t allow attachments
- ▶ Posts are full responses that DO allow attachments
- ▶ Currently there is NOT a way to be instantly notified of new Discussions, Posts or Messages - It’s coming though!

## Notification Preferences

Note: We may still send you important information through notifications not included in these settings. Mobile app and email notifications coming soon.

### Device Type



New Discussion Topics



Discussion Activity



Feed Activity



Mentions



Responses



Likes



Group Activity

