

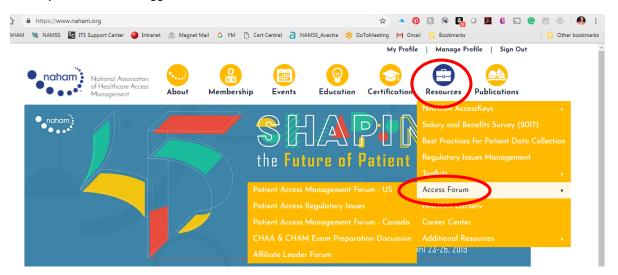
### NAHAM Access Forum User Guide

The NAHAM Access Forum is an interactive board where members may share tips and resources, ask questions of one another, and help fellow members solve problems or take a new view towards a particular situation.

Take advantage of this opportunity to communicate with others across the nation who do what you do for a living and, therefore, understand the challenges that you face. Who knows – perhaps the dilemma you are facing today was solved by your fellow member yesterday!

To find the Access Forum, login at <a href="www.naham.org">www.naham.org</a>, then navigate to Resources>Access Forum. Or you can go directly to <a href="https://www.naham.org/forums/Default.aspx?">https://www.naham.org/forums/Default.aspx?</a>

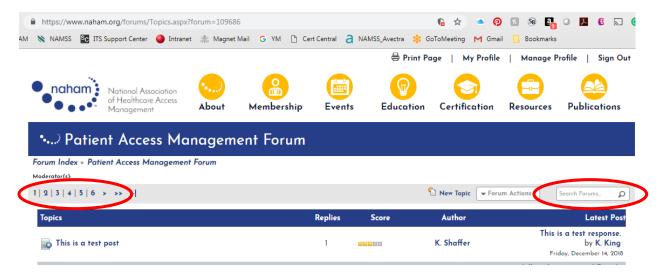
Please note that some forums, including the Patient Access Management Forum, are members-only benefits, which means you'll need to be logged in to access them.

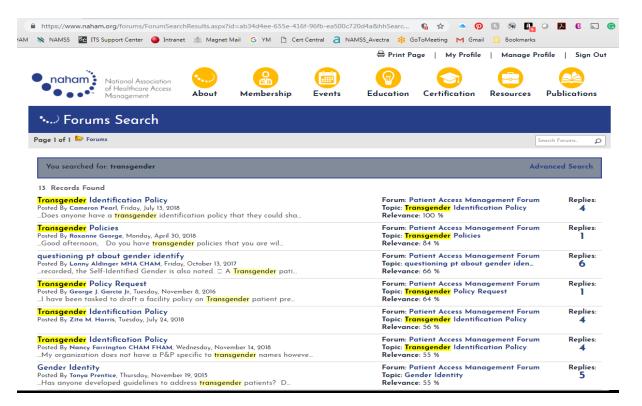


There are a number of sub-forums on the Forum homepage. The <u>Patient Access Management Forum</u> is the catch-all for most posts related to Patient Access, but you may also be interested in the <u>CHAA and CHAM Preparation Forum</u> or the <u>Epic Forum</u>.

# Using the Access Forum

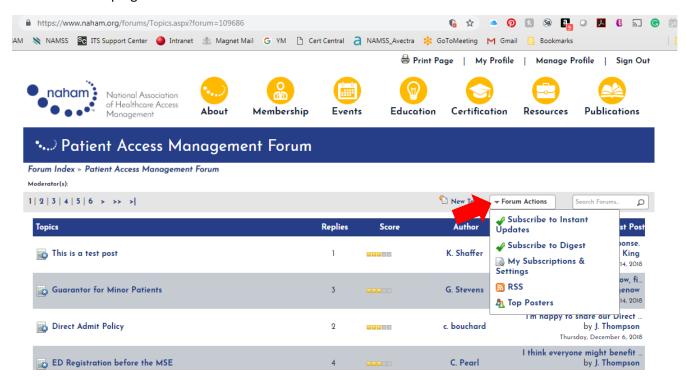
On each forum page, you can scroll through old posts and search using keywords to determine what has already been shared.





# Forum Subscriptions

On each forum, you can determine your subscription settings. On the forum homepage, click on **Forum Actions** in the top right corner.



To receive an email every time someone posts to the Forum, click on **Subscribe to Instant Updates**.

To receive an *email digest once a week* with a list of all the posts in that time, click on **Subscribe to Digest**.

To change your subscription settings at any time, click on Forum Actions. You can unsubscribe there or click on **My Subscriptions and Settings** to see and edit all of your subscriptions.











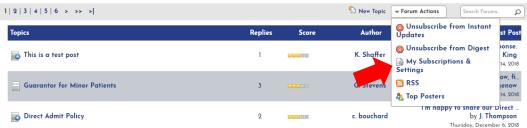






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#### · Forum Subscriptions

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Forum Subscriptions

You are subscribed to the following forums. You may choose to receive instant updates via email and/or in the form of a digest sent periodically via email.

Forum	Last Activity	Subscribed	Options
Patient Access Management Forum	12/14/2018	1/4/2019	⊗ Unsubscribe from Instant Updates
			Oursubscribe from Digest
Affiliate Leader Forum	10/18/2018	10/12/2018	⊗ Unsubscribe from Instant Updates
			⊗ Unsubscribe from Digest
Patient Access Regulatory Issues	No activity	9/21/2018	⊗ Unsubscribe from Instant Updates
			⊗ Unsubscribe from Digest

You are subscribed to the following forum topics. You will receive instant updates via email whenever new activity occurs within the topic.

Forum » Topic	Last Activity	Subscribed	Options
Patient Access Management Forum » This is a test post	12/14/2018	12/14/2018	⊗ Unsubscribe from Instant Updates

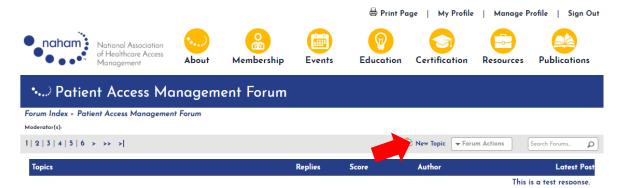
### Forum Signature

Your forum signature may be up to 500 characters in length and will display at the bottom of each post you submit in any forum

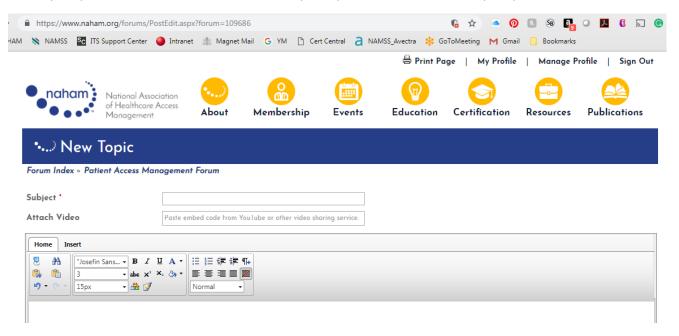
Save Signature

## Posting in the Forum

To post a question or topic, click on New Topic.

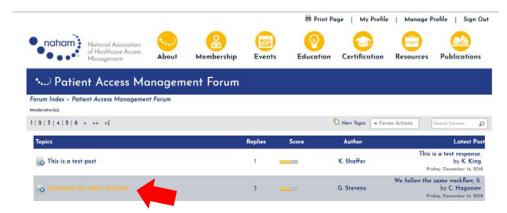


In the New Topic window, choose a subject line which indicates what you are looking to receive or share, then type your information in the box. Please be sure to proofread, as you are not able to edit or delete your post after submission. You can also upload photos or documents in your post.



When you are ready, click Submit Post.

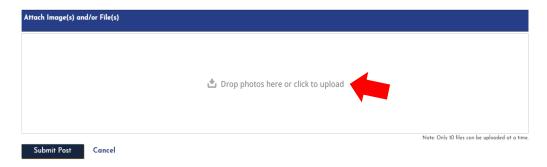
To reply to a post, click on the post title.



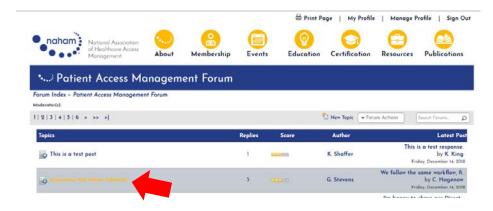


You will see the responses that have already been posted. To post your own response, scroll down to the bottom of the page and type your information in the **Quick Reply Box**.

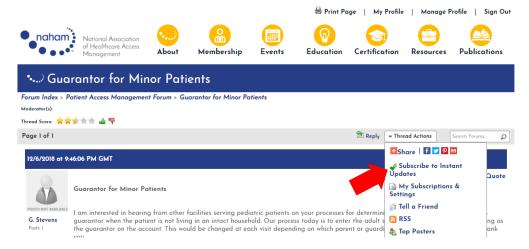
If you want to use the Full Editor (which allows you to control formatting), click on **Reply Using Full Editor**. Using the Full Editor when replying to a topic will also allow you to **upload photos or documents**.



To follow the replies to any forum post (including replies to your own question), click on the question title.



On the next page, click on **Thread Actions** in the upper right-hand corner.



Click on **Subscribe to Instant Updates** to be notified by email whenever a reply is posted to the topic. You can also share the post on social media or send it by email to a colleague, but please note that some Forums (including the Patient Access Management Forum) are a members-only benefit; your colleagues will need to be NAHAM members to see posts in members-only settings.