

# Community Health Resources: Instructional Guide

How to add and update organization profiles

# Register

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**ENGAGE Southeast North Carolina**  
Identifying Issues... Crafting Solutions... Taking Action

**Our Community**  
Get Local

**Issues & Initiatives**  
Beyond Statistics

**Maps & Data**  
Neighbors & Numbers

**Health Resources**  
Explore Resources

**Share Resources**  
Find & Offer

Onslow

Search the Community  
Find programs, organizations and resources

Organizations Programs Knowledgebase

For organizations

For community members

Frequently Asked Questions

County Statistics  
Learn & Compare

Donate to support Community Development

Library  
Read & Share

Welcome to the Southeast North Carolina Community Platform! This tool will help organizations, community members, decision makers, and philanthropic funders in Columbus, Brunswick, New Hanover, Pender and Onslow County cross boundaries and collaborate on projects to improve the quality of life in Southeastern North Carolina. This platform will help dedicated organizations:

- **Learn about the demographics and post events** in each of the 5 counties in Southeastern North Carolina.
- **Identify issues and initiatives** that are important to the citizens and organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and diverse backgrounds to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners achieve a common goal.
- **Map** the organizations, demographics and resources of a given area to identify areas of concern for communities in Southeastern North Carolina. Using Engage SENC's Asset Mapping tool, you can filter local organizations by geographic area, organization type and service provided to identify gaps and areas of need in our communities.
- **Post** applied learning and volunteer opportunities for those in the area, as well as discover individuals who would like to serve the nonprofit sector with our Share Resources tab.

Before you can begin editing/ adding health resources in your County, you must first register and log into the Community Platform Website. Please go to [www.engagesenc.org](http://www.engagesenc.org), click on “Register” in the upper right corner to create your individual user account.

# Registration Page

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### Welcome to The Southeast North Carolina Community Platform

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#### Contact Information

First Name\*

Last Name\*

Email\*

Address

City

State\*

Postal Code

Phone

#### Login Information

User Name\*

Password\*

Password must be at least 8 characters long and contain at least 1 of each: a lowercase letter, an uppercase letter, a number, and a special character "! @ # \$ % ^ & \* ? \_ ~ - £ ( ) .".

#### Your Organization

If you work with an organization that you would like to represent on The Southeast North Carolina Community Platform, please click 'Find my organization'.

Read and agree to [terms of use](#)\*

Statistics | © Copyright 2016 | [Privacy Policy](#)

The Registration page includes 5 required questions with red asterisks next to them, and the Terms of Use agreement.

Click "Submit" once you have entered all the necessary information. An email will be automatically sent to you. YOUR ACCOUNT WILL NOT BE ACTIVE UNTIL YOU CLICK ON THE EMAIL LINK.

# Login, Lost Password, Lost Username

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### Login

User Name:

Password:

### More Options

### Why Register?

Registration gives you access to advanced features and the ability to use NTEE codes (approved users only). Some of the advanced features available to registered users are listed below:

**Update Your Organization's Information**  
You can update your organization's Profile but you must be a registered user first. (This helps us keep information accurate and ensure that only authorized users update information.)

**Custom Lists: Community Impact Circles & Peer Learning Communities**  
Custom Lists provide a powerful tool for creating custom subsets of organizations for use in analysis, survey work, or for sharing information on outcomes. Umbrella organizations can use this for tracking their member organizations. Custom lists can cross geographic or activity boundaries, and be kept confidential, shared with your team, or made public.

**Save Your Settings**  
The Southeast North Carolina Community Platform lets you save custom filters and more. But to save and retrieve them, you must be registered or we won't know who they belong to.

**Receive Updates**  
The Southeast North Carolina Community Platform can automatically notify you when changes to organizations or projects that you're associated with are changed, or when new features, data or information are added to the Platform.

The Log in page is where you go to not only sign in, but to also get the confirmation email resent to you or to reset your password.

# Successful Login

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### Search the Community

Find programs, organizations and resources

Welcome to the Southeast North Carolina Community Platform. This platform will help dedicated organizations:

- **Learn about the demographics and post events** in Southeastern North Carolina.
- **Identify issues and initiatives** that are important to the organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and disciplines to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners achieve a common goal.
- **Map** the organizations, demographics and resources of a given area to identify areas of concern for communities in Southeastern North Carolina. Using Engage SENC's Asset Mapping tool, you can filter local organizations by geographic area, organization type and service provided to identify gaps and areas of need in our communities.

Once logged in, you will see your name in the upper left corner of each page. In order to begin editing your county's resources directory, you must first be granted regional administration rights by a Platform Administrator, which usually happens within 1-2 business days from the time of your registration. An email will be sent informing you of your regional admin privileges. Once you become a regional admin, you will be able to edit your county's health resources.

Donate to support Community Development

# Getting Started

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Columbus

Join the Community  
Organizations and resources

Organizations Programs Knowledgebase

► For organizations

► For community members

? Frequently Asked Questions

County Statistics Learn & Compare

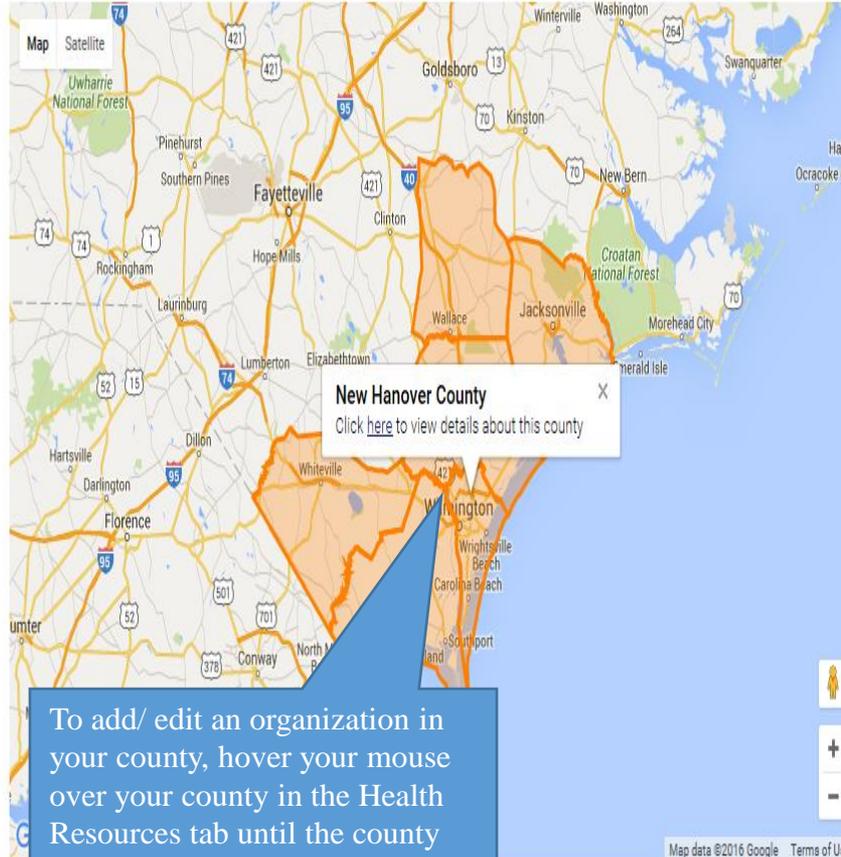
From the home page, click the "Health Resources tab".

Welcome to the Southeast North Carolina Community Platform! This tool will help organizations, community members, decision makers, and philanthropic funders in Columbus, Brunswick, New Hanover, Pender and Onslow County cross boundaries and collaborate on projects to improve the quality of life in Southeastern North Carolina. This platform will help dedicated organizations:

- **Learn about the demographics and post events** in each of the 5 counties in Southeastern North Carolina.
- **Identify issues and initiatives** that are important to the citizens and organizations of Southeastern North Carolina.
- **Collaborate** across geographical boundaries and diverse backgrounds to achieve common outcomes. Using team management tools, dedicated organizations can share information and resources that help partners

## Community and Health Resources

Select Your Region to Explore Resources



Map Satellite

New Hanover County  
Click [here](#) to view details about this county

To add/ edit an organization in your county, hover your mouse over your county in the Health Resources tab until the county name pops up. Click on the "Click here" link.

Map data ©2016 Google Terms of Use

# Viewing Health Resources

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## Community and Health Resources

### Resources in New Hanover County

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[Export All Resources](#) [Add A Resource](#)

- Health Services
- Education
- Youth
- Food/Nutrition
- Recreation
- Elderly
- Womens
- Support Groups
- Other Services

You are able to export all the available resources within your county by clicking on "export all resources".

To view resources by specific categories, simply click on the category you would like to see.

Community and Health Resources are divided into 9 main categories ( Health Services, Education, Youth, Food/Nutrition, Recreation, Elderly, Womens, Support Groups, and Other Services).

# Subcategories

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**Community and Health Resources**  
**Health Services Resources in New Hanover County**

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|                          |                 |                        |
|--------------------------|-----------------|------------------------|
| Medical                  | Mental Health   | Military Services      |
| Pediatric/Youth Services | Pharmacies      | School Health Services |
| Senior Health Services   | Therapy         | Vision                 |
| Womens Health Services   | Dental Services | Hospital               |
| Health Department        | Urgent Care     |                        |

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**To view resources within a subcategory, simply click on the subcategory you would like to see.**

Many categories are then divided into subcategories. For example, the category Health Services is divided into 14 subcategories.

# Organizational Profiles

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### Community and Health Resources

#### Medical Resources in New Hanover County

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We've found 46 resources for Medical in New Hanover County. Click on an organization's name to view the full profile.

[Abrons Family Practice](#)  
1911 S 17th St., Wilmington, NC 28403  
Phone: 9107907840  
[Organization Website](#)

---

[Bhat, Raja MD](#)  
5106 Wrightsville Ave., Wilmington, NC 28401  
Phone: 9103956400  
[Organization Website](#)

---

[Bodies in Balance Physical Therapy](#)  
5710 Oleander Dr., Wilmington, NC 28403  
Phone: 9103986301  
[Organization Website](#)

---

[Cape Fear Clinic](#)  
302 S Bennett St., Burgaw, NC 28401  
Phone: 9103438736  
[Organization Website](#)

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[Cape Fear HealthNet](#)  
1601 Doctors Circle, Wilmington, NC 28401  
Phone: 9103992751  
[Organization Website](#)

To view an organization's profile and/or edit that organization, click on the organization you would like to view/edit.

# Editing Organizations

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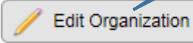
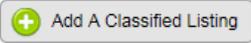
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ORGANIZATION PROFILE

**Abrons Family Practice** Data Source:  - IRS  - Admin  - User

Overview **Map** Details Financial Programs Form 990 Officials Staff

- Abrons Family Practice  
1911 S 17th St.
- Wilmington, NC 28403
- 9107907840  
<http://abronsfp.com/>

**Purpose**

Family Medicine Ages 2 and up Providers: S. Albert Abrons, Md; Wendy Shropshire-Atkins, PA-C; Jacqueline Cowell, PA-C

Add this organization to a custom list

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at the Urban Institute

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To edit an organization's profile, click on "Edit Organization", which is located within each organization's profile page.

# Editing Organizations Cont'd

The screenshot shows a web form for editing an organization. The form is divided into several sections:

- Basic Information:** Name (Abrons Family Practice), Address (1911 S 17th St.), City (Wilmington), State (NC), Zip (28403), Website (http://abronsfp.com/), Phone (9107907840), Email, Exec. Dir. / Contact, and EIN.
- Association and Organization Type:** "How are you associated with this organization?" (No Association), "Organization Type" (Unknown).
- Activity Code(s):** A dropdown menu showing "B25" and a "Find code(s)" link.
- Purpose:** A text area containing "Family Medicine Ages 2 and up" and "Providers: S. Albert Abrons, Md; Wendy Shropshire-Atkins, PA-C; Jacqueline Cowell, PA-C".
- Description:** A text area with a rich text editor toolbar and a "Source" button. The text area is currently empty.
- Upload Logo:** A "Browse..." button.
- Member Organization:** A checkbox labeled "Is this organization considered part of this community platform?".
- Buttons:** "Submit and save", "Mark as reviewed", "Delete Organization", "Cancel", and "Add a program".

Two callout boxes provide additional instructions:

- The top callout box points to the "Find code(s)" link and states: "DO NOT click 'Find Code(s)' to locate the corresponding activity code for an organization. To view all community and health resources activity codes, click on 'View Code List' on your County's Community and Health Resources home page ( See page 14 for more information)."
- The bottom callout box points to the "Submit and save" button and states: "Once you are finished editing an organization. Please click on 'submit and save' to update the Organization."

From this screen, you can edit an organization's name, contact information, and Activity Code(s). You can also delete this organization, if they are no longer in operation.

# Adding New Organizations

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|  |   |   |
|--|---|---|
| <br>Health Services | <br>Education       | <br>Youth            |
| <br>Food/Nutrition  | <br>Recreation      | <br>Elderly          |
| <br>Womens        | <br>Support Groups | <br>Other Services |

To add a new organization, click on "Add A Resource", which is located on the home page of each county's Community and Health Resources tab.

# Adding New Organizations Cont'd

|   |  |
|---|--|
| <b>Name *</b><br>Abrons Family Practice                                 | <b>Address *</b><br>1911 S 17th St.    |
| <b>City *</b><br>Wilmington   | <b>State *</b><br>NC                   |
| <b>Zip *</b><br>28403   | <b>Website</b><br>http://abronsfp.com/ |
| <b>Phone</b><br>9107907840  | <b>Email</b>                           |
| <b>Exec. Dir. / Contact</b>   | <b>EIN</b>                             |
| <b>How are you associated with this organization?</b><br>No Association | <b>Organization Type *</b><br>Unknown  |
| <b>Activity Code(s) *</b><br>B25 <a href="#">Find code(s)</a>           |  |

DO NOT click "Find Code(s)" to locate the corresponding activity code for an organization. To view all community and health resources activity codes, click on "View Code List" on your County's Community and Health Resources home page ( See page 14 for more information).

**Purpose**  
Family Medicine  
Ages 2 and up  
Providers: S. Albert Abrons, Md; Wendy Shropshire-Atkins, PA-C; Jacqueline Cowell, PA-C

**Description** Enter a brief description of your organization. After submitting, you will be able to add more detailed program description.

Source [Icons] B I U [Icons]

[Empty text area]

Once you are finished adding the organization's information, click on "submit and save" to add the Organization to the directory.

**Upload Logo** [Browse...]

**Member Organization** Is this organization considered part of this community platform?

- Submit and save
- Mark as reviewed
- Delete Organization
- Cancel
- Add a program

# Organization Activity Codes

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To view activity codes, click 'View Code List'.

### Community and Health Resources

#### All Resources in New Hanover County

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|  |   |   |
|--|---|---|
| <br>Health Services | <br>Education       | <br>Youth            |
| <br>Food/Nutrition  | <br>Recreation      | <br>Elderly          |
| <br>Womens        | <br>Support Groups | <br>Other Services |

# Organization Activity Codes Cont'd

## Health Resources' Activity Codes

### Health Services

| Category Name            | Associated CPC Codes |
|--------------------------|----------------------|
| Medical                  | B25                  |
| Mental Health            | B30                  |
| Military Services        | B23                  |
| Pediatric/Youth Services | B22                  |
| Pharmacies               | B2K                  |
| School Health Services   | B24                  |
| Senior Health Services   | C75                  |
| Therapy                  | B2L                  |
| Vision                   | B2I                  |
| Womens Health Services   | B21                  |
| Dental Services          | B2D                  |
| Hospital                 | B11                  |
| Health Department        | B91                  |
| Urgent Care              | B2F                  |

### Education

| Category Name                  | Associated CPC Codes |
|--------------------------------|----------------------|
| Elementary Schools             | A12                  |
| High Schools                   | A14                  |
| Middle Schools                 | A13                  |
| Other Health Education Classes | A80                  |
| Pre-K                          | A11                  |

### Youth

| Category Name           | Associated CPC Codes |
|-------------------------|----------------------|
| Adolescents/Young Adult | P16                  |
| Disabled Youth          | Q78                  |

From this page, you are able to view categories in the health resources tab and their associated activity code. You can also view activity codes to help classify new or existing organizations. Organizations ARE able to have more than one activity code.

# Questions/Concerns

If you need additional information or have any questions about the Community Health Resources page, please send an email to [CHC@uncw.edu](mailto:CHC@uncw.edu)