



## HMIC Quick Start Guide

### Introduction

The Health Management Information Consortium (HMIC) Database Brings together the bibliographic databases of UK health and social care management organizations: the Department of Health (DH-Data, 1983 - current), the King's Fund, a London Based charity (1979 - current) and *HELMIS* (1984-1998 only) - the Health Management Information Service database formerly produced by the Nuffield Institute for Health. The database contains over 300,000 citations from journals, monographs, technical reports and grey literature. It covers a wide range of material about health service administration within the UK, Europe and developing countries (but focusing on the NHS in post 1998 citations) and social care issues.

### Help

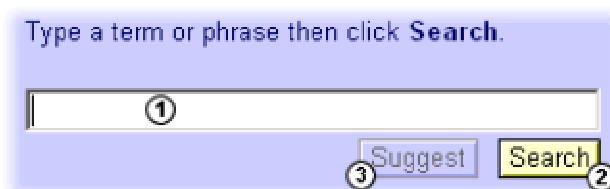
You can get online help about using the HMIC Database by clicking on the **Help** and **Database Guides** links in the red menu at the top of the page. Beneath this link you will also see a drop down menu that will take you directly to help on the part of the HMIC database you are using. If you encounter any problems using the HMIC please contact the library enquiries service on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on [external@shl.lon.ac.uk](mailto:external@shl.lon.ac.uk) or by the enquiries form at <http://www.external.shl.lon.ac.uk/help/enquiries/index.asp>.

### Logging On

Go to <http://arc.uk.ovid.com/>. Type in your Athens username and password and click the **Login** button. Tick the box Next to **HMIC Database** and click on the **Start Searching** button – this selects both the DH-Data/King's Fund and the HELMIS databases.

### Searching the HMIC Database

Enter your search terms in the Search box near the top of the screen (1) and click on the **Search** button (2).



### Using the Thesaurus

You will notice a faded out (non-functional) **Suggest** button (3), which when activated accesses a thesaurus to help you find effective search terms. To activate this feature, you

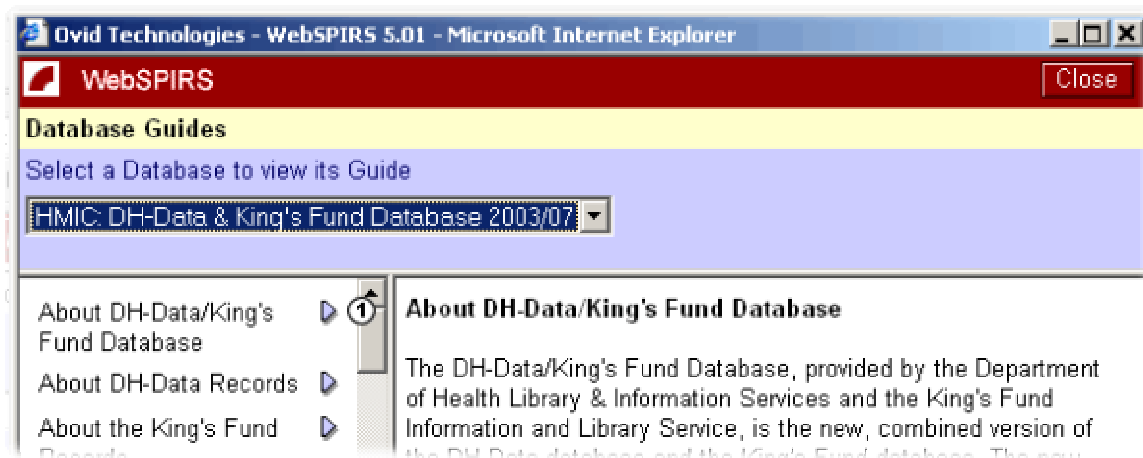



must have just one of the HMIC databases selected. To do this, click on the **Change Button** next to the **View databases being searched box**, click on the **+ icon** next to **HMIC Database** and make your selection.

To use the Suggest feature, type a term in the search box and click on the **Suggest** button.

## Viewing Search Results

Your search results will be displayed as a list below the purple search area. You will see abbreviated filed names in the records. You can find explanations of these by clicking on the **Database Guide** link in the red menu at the top of the page and then scrolling down the left-hand pane (1).

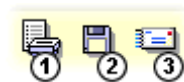


Click on the **Complete Reference** link below the details of the citation to see the full citation (**NB** abstracts only are available in this database). To go back to the list of results, click on the **Show All Results** icon: **Show All Results** 

You can mark records, to print, email or save later by ticking the box to the left of each record.

## Printing, Saving and Emailing Records

To start click on the relevant icon from the group above the records display - print (1), save (2), or email (3):





All three options take you through a similar process. If you are saving printing or emailing from the results list, you are then presented with a list of options:

① **Save these records:**

All Records (158 records)

Record number:  to

Marked records  Clear marked records after they are saved ②

③ **Save these fields:**

Specific fields  (Choose fields that you want to save)

CURRENTLY SELECTED FIELDS: TITLE (TI), ALTERNATE TITLE (HMIC:AT), AUTHOR PROVIDER (IP)

④ **Also save:**

Search History

Record number and database name

Field names with:

With word wrapping

Firstly, select which records you want (1). If you have marked records, then the save **marked records** option is selected by default, but you can at any time select to save all the records in your current search, or a selected range. Particularly if you are printing, it is advisable to deselect the **Clear marked records** option (2) just in case something goes wrong – otherwise you may have to go through the search results and mark the records all over again.

You then have options to customize the amount of detail that is included in the saved records (3). The default option here (Displayed Fields [details as shown on screen]) is normally adequate.

The options allow you to choose to save your **search history** (a list of all the searches you have performed in the current session), the **record number** and **database name**, and how the **field names** are shown (4). You may wish to omit the search history, record number and database name and keep short field labels to minimize the size of the output, especially if you are printing or emailing,

If you are viewing the full record, you can only save email or print that one record – to access your marked list click on the **Show All Results** Icon:

Show All Results

## Logging Out

To log out, click on the **Log Out** Link at the top right of the page. Your session with the HMIC Database will end, but your Athens login will persist. In the page that then appears, you have the option to see links to the other Athens controlled databases that you have access to (HMIC appears as SilverPlatterArc2), useful if you wish to continue searching in other databases. Otherwise, it is best to select the Log Out of Athens link, especially if you share the computer with other people.

Last Updated August 2003