

December 2011

Dear Program Director:

The Annual Program Assessment Report (APAR) is now in 'Open Status' for the **2010-2011 reporting cycle and academic year data**. Note the system will close for all programs on **March 1, 2012**. It is very important to you and the public, as well as compliance with the standard for Accreditation Maintenance, to complete the APAR report for your HIM program. Failure to submit the required report may place the program on Administrative Probationary Accreditation per *CAHIIM Standards*.

Helpful Resources

The APAR *System Manual* and other helpful information can be found under the APAR section of the CAHIIM website under: <http://www.cahiim.org/aparresources.html>. We recommend that you visit this page before you complete your report. **If this is your first time completing an APAR please sign up for a free webinar from the schedule on the CAHIIM website to assist you in preparation and navigation.**

Previous Compliance and Assessment Reports

When you login to APAR your System Activity Menu will indicate a link called 'Reports' and you will be able to access past APAR 'Summary Reports' which you can use as reference in completing this year's data. In addition please review the 'Quality Letters' containing an evaluation and advice from your previously submitted APAR which are available for viewing and printing (see '09-'10 year). The Quality Letter also serves as evidence of your continuing CAHIIM accreditation status. Review the quality letter carefully for suggestions for improvements to incorporate into this year's report.

Reporting AHIMA Certification Examination Scores

You recently received the AHIMA School Summary Score Report from the Certification Department for the testing period of January 1, 2011 through September 30, 2011. **For this year only** you will be required to report the data for this nine month time period in Section V of the APAR. AHIMA changed vendor companies on January 1, 2011 to Pearson VUE and the summary report reflects this nine month timeframe only. If you have any errors in the reports or questions related to the certification exams, contact the AHIMA Certification Department directly: Kelly Burchfield at Kelly.burchfield@ahima.org or **312-233-1128**.

CAHIIM Seal for Accredited Programs

Please take advantage of the **CAHIIM accredited program seal** - a trademarked logo of accreditation that you can use on your website, letterhead, brochures and other media. The instructions and policies for use and versions of the logo for various media can be found at the 'Activity Menu' after you login to the APAR system. Contact Staff at info@cahiim.org should you have any questions on the use of this public awareness resource for accredited programs or if you have questions or problems regarding the APAR System.

Thank you and we wish you a happy and successful 2012!

CAHIIM Commissioners and Staff