

CAHIIM Accreditation: Program Site Visit Checklist

Hotels and rental car are handled by CAHIIM. Your responsibility begins at the door to the college.

- If parking is tight, please reserve a parking space for two days near the door that we will use.
- The school provides a dedicated workroom for the team to use. If this room is also a conference room that works better as we can conduct interviews in the same room as where we are working.
- Display all program books on a side table, a note on the cover as to which courses use which book are very helpful.
- Display updated Proof binders (*See Proof Binders Instructions**)
- If any students or staff are calling in via conference call rather than in person, the school needs to set up a speaker phone and/or screen for viewing via Zoom or Webex in the room, and directions on how to use it.
- Each interview must have its own session, we can not run one continuous session. Instruct those that will be signing in online to identify themselves so we can match the agenda list.
- Have someone from IT available both mornings should the team have trouble signing in to the school learning management system.
- Breakfast snacks are provided both mornings (yogurt cups, bagels, pastry – anything like that works) along with coffee and water, and diet soda.
- School provides lunch on day 1 which is a working lunch for the team. Most schools just take an order in the morning and have a delivery from a local lunch shop delivered to the room.
- Program director should provide his/her cell number should anything come up during the day where we need help.

Complete the program checklist below for preparation of onsite CAHIIM Accreditation Site Visit

PROGRAM SITE VISIT CHECKLIST

Complete and return CAHIIM Site Visit Itinerary (Agenda) Form sent to Program Director by CAHIIM by deadline identified by CAHIIM staff	Confirm interview attendance for the assigned times for students/graduates, program faculty, and Advisory Board members 30 days prior to site visit
Obtain campus map, parking instructions, and parking pass (if applicable) for CAHIIM team	Email campus map and parking instructions/map to CAHIIM staff member 10 days prior to site visit
Provide lunch for Review Panel on Day 1	Contact review panel regarding any allergies/preferences
Reserve interview room that will accommodate meeting attendees	Room where team will meet with faculty, students, advisory committee members, and administration. A large conference room will double as both interview room and CAHIIM work room. Remote: If any attendees will be dialing in, set up a conference call in advance and

		arrange to have invitees dial in. Have a speaker phone in the meeting room.
	Prepare Review Panel meeting room <ul style="list-style-type: none"> • Wi-Fi access is required (sign on and passcode) • LMS access (if used by program) is required: reviewers need access to all HIM required courses taught in the last 12-18 months. Consider how frequently courses are taught in order to determine how far back to open access to previously taught courses. All HIM required courses must be made available for reviewing. 	Beverages/ice/snacks Course required textbooks, Student records (paper), Program catalog/materials, Proof Binders* Additional items may be requested in the Review Panel's initial self-assessment report of the program

*** PROOF BINDERS:**

What is needed in the Proof Binders, and why is this a requirement? The CAHIIM onsite visit is a high-stakes meeting. We are unable to reproduce the meeting later should we be unable to access materials due to internet outage, LMS failures, or LMS turnover. It is therefore crucial that the peer review team be able to complete an in-depth review of the curriculum, quizzes/exams and syllabi in print form. This should match the curriculum map that you submitted on Standard 24. If there have been recent changes; please make note of such changes and highlight in the binders.

You will need:

- **Six 1" binders – one binder for each Domain. Within the binder place the curriculum map on page 1, and follow with the curriculum proofs for each subdomain in order (i.e I.A.1, then I.A.2, then I.B.1 etc)**
- **One 1" binder – all syllabi used in the program (all HIM prefix courses plus life sciences courses as identified under Body of Knowledge (BOK) items at the end of the curriculum map. You only need to print out the parts of the syllabus that change from one course to another, we do not need to see the boilerplate items that add to the page count. Additionally; in this binder place a table that outlines all simulation lab software applications used in the program: application/course ID/title of assignment**
- **Three examples of student records printed out – one first year student, one second year student, one graduate – produce all program level documents that are kept on these students such as: student advising, PPE coordination, PPE evaluations, etc.**

These documents also serve as a great resource to share with your advisory committee and to bring to faculty roundtable discussions as you make modifications/improvements to the curriculum going forward.