Using the CAHIIM Accreditation System (CAS) to Report Compliance with New 2017 MHI Standards

Step 1)
Go to http://cahiim.rcampus.com

Step 2)
Login in the top-right corner, using the username and password provided in your email from CAHIIM.

Step 3)
Click on “Click here to start” button
Step 4)

Click on your assessment in the list. You will likely only have one assigned to you, at this time. The title will be:

“CAHIIM HI 2017 – Compliance with New MHI Standards – [Your University]”

Step 5)

The assessment is set up as a matrix. You will need to complete both rows in your matrix assessment.

Expand the first row by clicking on the Pause symbol or on the text “Not Started”
Step 6)

Click on the “Program Info – New Std Comp (MHI)” Survey

Click “Start”

Please answer all of the profile questions. When you are finished, click “Save” at the bottom. **Note:** You can complete part of the survey and return to it later, if necessary.
Step 7)
Click “submit for evaluation” and confirm, when prompted by your browser.

Step 8)
Expand the second matrix row by, as before, clicking the Pause button or the text “Not Started”
Step 9)

Here, you will submit the 3 documents indicated in Linde’s original email and outlined in this cell of the matrix.

The **CSET**, **instructions for using the CSET**, and the **Synopsis of Curriculum** template are located on this page. Once you have prepared the documents for upload, click “Add documents”.

Evidence of Compliance with 2017 Standards >

Accredited Master of Health Informatics programs are required to provide evidence of compliance with the 2017 MHI Standards.

To demonstrate compliance with the 2017 CAHIIM Master of Health Informatics Standard 13, standards, please submit the following:

1. A Synopsis of Curriculum, with the current courses required to successfully complete the program.

2. Complete and submit the CAHIIM Curriculum Self-Evaluation (CSET) tool. You may submit a CSET with all courses if you introductory level course and an advanced level course.

3. The syllabi for courses outlined in the CSET.

Click “Upload” and select the files for upload.
Step 10

As before, click “submit for evaluation”, and confirm when prompted by your browser.

Guidelines & Resources:

Documents to review:
- CSETMaster2020.xlsx
- GraduateSynopsisOfCurriculum.xlsx
- UsingTheCSET.pdf

Submissions:

Documents / Artifacts:
Please submit your completed 1) Synopsis of Curriculum, 2) CSET, and 3) syllabi for the courses outlined in the CSET here.
(none)

Submit for evaluation

You are all finished. Both rows of the matrix should now show as “Submitted”.

If you have any problems or questions, please reach out to Ben Doughty at benjamin.doughty@cahiim.org for assistance.