Using the CAHIIM Accreditation System (CAS)
For Reporting Compliance with 2018 HIM Standards & Curriculum

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 should only have one in the list.

Step 5)
The assessment is set up as a matrix. You will need to complete all rows in your matrix assessment.
Expand the matrix by clicking “Expand/Collapse”

Here, you can see the description of each standard.
Step 6)

Click “Not Started” to open a particular standard.

At the top, you can see the Interpretation as well as the Requirements for Compliance for this particular Standard or Standards.

Under “Guidelines & Resources”, you can click to view the full standard text. Some standards may include documents in this section that you can use for reporting, such as a blank version of the Faculty Table.

Finally, Under “Documents/Artifacts”, you can find a description of the documentation CAHIIM requires you to submit to report on compliance with the 2018 HIM Standards & Curriculum.
Step 7)

To submit your evidence of compliance for a particular standard, click “Add Documents”, under the “Submissions” heading.

To upload one or more documents, click “Upload” and select the appropriate document or documents from your computer.
To provide a **narrative response**, click “Quick Entry”, and complete the form fields, then click “save.”
Step 8)

When you have provided all documentation that you would like to submit for a particular standard, click “submit for evaluation”.

Step 9)

Please repeat steps 6-8 for each row (each standard) in the assessment by the deadline, October 1, 2021.

For technical support, please do not hesitate to reach out to Ben Doughty at benjamin.doughty@cahiim.org.