**Virtual Site Visit Checklist**

Please use the checklist below to ensure readiness for the virtual site visit.

* Send final agenda to CAHIIM – no later than three days prior to the virtual visit
* Send out Zoom meeting invites to all individuals identified on the meeting attendee table in the agenda
* Instruct all identified individuals to call in at the assigned time, and try to avoid calling in early
* Send the program director’s phone number to the CAHIIM staff member on your virtual site visit, so they can contact you directly if there are any emergencies
* Make sure your camera works for the Zoom meetings
* Touch base with CAHIIM a five days prior to your virtual site visit date to check-in for any last-minute changes or information
* Work with CAHIIM to schedule a Zoom meeting test the day before your site visit to verify that all peer reviewers, the program director, and CAHIIM staff can meet and the cameras work appropriately (this will be no longer than 30 minutes)

**Virtual Site Visit Binders:**

CAHIIM accreditation visit is a high-stakes audit. Being prepared is very important. It is 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 report that you submitted in your self-assessment.

The virtual binder should be maintained by the program director. It will need to encompass all assignments, quizzes/exams, projects, discussion boards, vendor assignments, papers, etc. that are identified as meeting curriculum competencies on your curriculum report.

You will need to be able to send via email anything that the peer review team cannot identify in your Learning Management System (LMS) for evaluation. It is best to organize these assignments by curriculum domain, so it will be easy to identify if you need to send an assignment, quiz, test, project, discussion board, vendor assignment, paper, etc. to your virtual site visit team for evaluation.