

CAHIIM Accreditation: Program Site Visit Checklist

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

PROGRAM SITE VISIT CHECKLIST		
<input type="checkbox"/>	Complete and return CAHIIM Site Visit Proposal Form sent to Program Director by CAHIIM by deadline identified by CAHIIM staff	Discuss with administration and staff to ensure all required individuals are available
<input type="checkbox"/>	Complete and return CAHIIM Site Visit Itinerary 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
<input type="checkbox"/>	Reserve hotel rooms (2 nights) for each Review Panel member; Review Panel will arrive one day prior to site visit	Rooms: King Bed, Nonsmoking, Refrigerator for medication needs E-mail hotel confirmations to CAHIIM staff member 30 days prior to site visit
<input type="checkbox"/>	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
<input type="checkbox"/>	Provide lunch for Review Panel on Day 1	Contact review panel regarding any allergies/preferences
<input type="checkbox"/>	Reserve work room/interview room that will accommodate meeting attendees	Ensure online (wi-fi) access and Review Panel login capabilities including online course content (if applicable)
<input type="checkbox"/>	Prepare Review Panel room materials (Master viewing online access required for HIM core courses delivered in online format: URL, username, password) Wi-Fi access required	<ul style="list-style-type: none"> • Beverages/snacks • Course required textbooks, • Student records (electronic/paper), • Three copies of Program Evaluation Plan (PEP), • Current program evaluations tools & results, • Course syllabi/calendars, • Three copies of Synopsis of Curriculum, • Three copies of the Curriculum Requirement document with binders of the assignments labeled by Domain/Knowledge Cluster • Program catalog/materials, • Additional items may be requested in the Review Panel's initial self-assessment report of the program