



CAHIIM Accreditation: Program Site Visit Checklist

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

Program Site Visit Checklist	
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.
Complete and return CAHIIM Site Visit Itinerary Form sent to Program Director by CAHIIM by deadline identified by CAHIIM staff.	Rooms: king bed, nonsmoking, refrigerator for medication needs. E-mail hotel confirmations to CAHIIM staff member 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 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).
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