

July 23, 2007

Dear Program Director:

In 2005 AHIMA introduced the revised *Associate and Baccalaureate Entry-Level Competencies and Knowledge Clusters* as the foundation of curriculum content for all CAHIIM accredited programs. Since March 2005, all new applicant programs for CAHIIM accreditation and all continuing programs experiencing a comprehensive site visit were evaluated against these *Entry-Level Competencies and Knowledge Clusters*. All programs were informed that by the 2007-2008 academic year, programs should have reviewed and revised curricula over the past two years to incorporate these competencies and knowledge clusters in order to maintain accreditation through curriculum updates.

Excerpt from: CAHIIM 2005 Standards for Health Information Management Education

HIM Baccalaureate Degree

V.A. The program must demonstrate that the curriculum meets or exceeds the professional course content as published in the *AHIMA Model Curriculum For Baccalaureate Degree Programs* that includes the *HIM Entry-Level Competencies and Knowledge Clusters*.

HIM Associate Degree

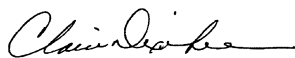
V.A. The program must demonstrate that the curriculum meets or exceeds the professional course content as published in the *AHIMA Model Curriculum For Associate Degree Programs* that includes the *HIM Entry-Level Competencies and Knowledge Clusters*.

To maintain this commitment to an updated curriculum across all HIM programs, it was determined by CAHIIM, that the most direct way to document and verify that a program has complied, would be to incorporate online templates within the CAHIIM Annual Program Assessment Report (APAR) beginning with the 2007-2008 reporting cycle. The templates are enclosed in this mailing so that accredited programs can have this information assembled for mirrored input into the APAR system during the next reporting cycle. In the 2006 *Educators' Survey*, 75 percent of respondents indicated that a gap analysis had been performed on their curriculum. If this is the case, it is expected that most of this work has been accomplished and that completing these templates will help you reassess that all competencies and knowledge clusters are appropriately included in accredited HIM programs.

A *Synopsis of Curriculum* template is required to serve as a legend to the course numbers that will be recorded on the competencies and knowledge clusters' templates. This information will be maintained within the APAR system, and programs will be expected to provide revisions to them as required by CAHIIM. Beginning in 2008, a random percentage of programs will be selected for an audit validation of the information within the templates, by providing syllabi for the HIM professional courses, to be reviewed by the Panel of Reviewers with a report back to the program.

We encourage program directors to engage faculty, including adjuncts and Advisory Committees in this process of review on an annual basis to ensure that HIM programs are offering the highest quality academic preparation for students.

Sincerely,



Claire Dixon-Lee, PhD, RHIA, FAHIMA
Executive Director, CAHIIM

cc: CAHIIM Board of Commissioners
Enclosures (3)