

## Commission on Accreditation for Health Informatics and Information Management Education

November 4, 2021

Larry Johnson, Jr.  
President  
Phoenix College  
1202 W. Thomas Rd  
Phoenix, AZ 85013

Dear President Johnson:

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is pleased to inform you of its vote on **October 27, 2021** to award **Continuing Accreditation for Seven Years** to the Health Information Management Associate Degree Program at Phoenix College in Phoenix, AZ. The Program's next Comprehensive Program Review for Continuing Accreditation will be in **2028-2029**.

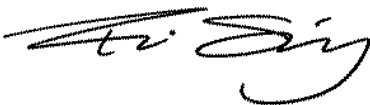
The comprehensive program review conducted by the Health Information Management Accreditation Council and the CAHIIM Board of Directors recognizes the program's substantial compliance with the nationally established *CAHIIM 2018 Health Information Management Accreditation Standards*.

**Progress Report Requirement:** The program must submit a Progress Report that satisfies the remaining Standard deficiencies that resulted from the program review process and that requires the institution's attention in order to achieve full compliance with the Standards. CAHIIM requests that a Progress Report be completed by **May 4, 2022** that documents the manner in which these deficiencies have been resolved and includes evidence of implementation.

The program director will continue to submit this information in the CAHIIM Accreditation System. Failure to submit this report by the due date may place the program on Administrative Probationary Accreditation. An unsatisfactory progress report or a Substantive Change in Program Director during the progress report process may result in a Focused Review of the program.

The Commission recognizes you and your colleagues for your commitment to continuous quality improvement in higher education, as demonstrated by your participation in programmatic accreditation.

Sincerely,



Eric Swirsky, JD, MA  
Chair, CAHIIM Board of Directors

Encl: Continuing Accreditation Award Certificate  
cc: Maria Reyes, MPA, Dean, Industry & Public Service  
Terinicka Thomas-Brogan, Program Director

**Standard Partially Met****Standard 18. Curriculum.**

The program must demonstrate that the curriculum meets or exceeds the professional course content as published in the AHIMA HIM curriculum competencies for associate degree programs. Institutions must have policies regarding the allocation of credit to courses, particularly with respect to the credit value of laboratory and professional practice experience courses.

Teaching and assessment methods should be active, and evidence-based. Analysis of situations in professional contexts and problem-based assessments must be emphasized.

**Rationale for Deficiency**

The program submitted extensive curriculum updates for Fall 2021 in response to the site visit. The following curriculum competencies remain Partially Met: I.3, I.5, I.6DM, III.1, III.3, III.4, III.6DM, III.7DM, IV.1, IV.1RM, IV.3RM, IV.4 and VI.8.

**Guidelines for Compliance**

See the Excel spreadsheet in the CAHIIM Accreditation System in order to view the Council comments for each competency where curriculum updates were submitted.

**Standard 19. Syllabi.**

The curriculum syllabi must document the AHIMA HIM curriculum competencies for associate degree programs. Instruction must be based on clearly written course syllabi and include course objectives and evaluation methods that assess student learning outcomes. Syllabi must include the entry-level competencies appropriate to the course and should clearly state the requirements for successful course completion, what students are expected to learn, what activities they will experience, and how and when they will be evaluated. Program syllabi must follow a standardized format and contain the following:

1. Course Number and Title
2. Co- or Pre-requisites
3. Instructor contact information
4. Details regarding text/lab purchases required
5. AHIMA HIM entry-level curriculum competencies related to each course or a table that defines which competencies are seen in each course
6. Course Objectives
7. Course Schedule
8. Evaluation Methods  
– including a weighted scale if points or percentages are used for grading, so that students can determine what is needed to get an A, B, C or D.

All missing syllabi have been submitted; all show AHIMA Competencies. However, these syllabi do not contain an explanation of how students are evaluated with grade weighting: HIM 203, HIM 219. Syllabi for PPE courses HIM 232 and HIM 234 refer to a course schedule attached or in Canvas; no schedule was attached for review.

Revise HIM 203 and HIM 219 syllabi to clearly show students how they are evaluated; the table format "Assignment Grading Detail" used in HIM 225, 232 and 233 syllabi are a good model to communicate this information. Prepare and submit a model schedule for practicum courses HIM 232 and 234.