

Program Name: Health Information Technology
Program Number: 10-530-1
Required DML: Internships, Portfolio/Artifacts

Student Name:
MPTC Six-Digit Student ID #:
Semester of Program Acceptance:

***Choose only 1 or 2 artifacts per Learner Outcome to include in Assessment Portfolio.**

Directions: Your completed Assessment Portfolio is a requirement for graduation. Use this Worksheet as you gather artifacts for the required Direct Measures of Learning (DML) in your program. Use columns A and B to enter dates or titles of work that show evidence of your skills and abilities. In column C; use the following key to document the type(s) of evidence you will use to demonstrate growth and/or progress: 1 = Artifact from other coursework, 2 = Integrated in reflection, 3 = Draft or first effort at required DML, 4 = Other (specify). **Note:** These criteria will be used to verify your portfolio at the time of graduation.

	A	B	C
Contact Course Instructor If No Artifact Is Listed In This Column. SUGGESTED ARTIFACT*	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Assess institutional compliance with government and organizational regulations and accreditation standards.			
<i>530-175 Medical Transcription Management</i>			
<i>530-160 Introduction to Health Information Science</i>			
<i>530-171 Legal Aspects of Health Information</i>			
Assign diagnostic and procedural codes.			
<i>530-161 Diagnosis / Procedure Coding 1</i>			
<i>530-162 Diagnosis / Procedure Coding 2</i>			
Design database reports.			
<i>530-174 Computers in Health Care</i>			
Design surveillance monitoring tools.			
<i>530-160 Introduction to Health Information Science</i>			
Develop interdisciplinary operational strategies.			
<i>530-191 Clinical Practice 1</i>			
<i>530-192 Clinical Practice 2</i>			
<i>530-179 Management Functions for the HIT</i>			
Evaluate documentation to support diagnoses, tests, and treatment modalities.			
<i>530-161 Diagnosis / Procedure Coding 1</i>			
<i>530-162 Diagnosis / Procedure Coding 2</i>			
Manage health information systems.			
<i>530-160 Introduction to Health Information Science</i>			
<i>530-179 Management Functions for the HIT</i>			
Perform statistical analysis of patient information.			
<i>530-171 Legal Aspects of Health Information</i>			
Use surveillance monitoring.			
<i>530-160 Introduction to Health Information Science</i>			
<i>530-173 Quality in Health Care</i>			

General Education Learner Outcomes	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication</i>				
<i>801-196 Oral / Interpersonal Communication OR 801-198 Speech</i>				
Apply psychological principles to personal and professional relationships. <i>809-198 Introduction to Psychology OR 809-199 Psychology of Human Relations</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</i>				
Determine mathematical concepts needed to solve an application. <i>804-174 Survey of Mathematics</i>				
Determine the impact of psychological and social factors have in shaping human behavior. <i>809-196 Introduction to Sociology</i>				
<i>809-198 Introduction to Psychology OR 809-199 Psychology of Human Relations</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication OR 801-198 Speech</i>				
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics</i>				
Elective OR Other Courses (course number and title)				
Core Abilities Indicate ___ Inventory and/or ___ Integrated				
Work Cooperatively				
<i>Complete assigned tasks for team/group work.</i>				
<i>Use collaborative strategies to complete tasks.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				
Act Responsibly				
<i>Complete assigned tasks according to prescribed deadlines.</i>				
<i>Complete assigned tasks according to prescribed criteria.</i>				
<i>Adhere to established attendance criteria.</i>				
Value Self Positively				
<i>Adapt hygiene and appearance to requirements of work and educational environment.</i>				
<i>Identify personal strengths and areas for improvement.</i>				
<i>Exchange information, ideas, and opinions in a team/group setting.</i>				
<i>Show evidence of respect for diversity.</i>				

Core Abilities (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Think Critically and Creatively				
<i>Distinguish between fact and opinion.</i>				
<i>Synthesize information from a variety of sources.</i>				
<i>Use problem-solving and decision-making strategies.</i>				
<i>Apply global perspective to decisions and actions.</i>				
Communicate Clearly				
<i>Use bias-free language.</i>				
<i>Use language that is free of obscenities.</i>				
<i>Apply listening skills.</i>				
<i>Apply standard rules of language structure including grammar, spelling, and punctuation.</i>				
Work Productively				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
Learn Effectively				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				