

ASSESSMENT PORTFOLIO WORKSHEET
2003-2004

Your assessment portfolio will be evaluated by educators and advisory committees and becomes the property of Moraine Park Technical College.

Program Name: Medical Office Specialist
Program Number: 31-106-2
Required DML: 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			
Apply customer service skills.	WP4/WP10 - MOA Text		
106-155 Patient / Client Customer Service	Telephone Cassette		
106-154 Medical Office Applications	Diversity Project		
106-160 Medical Office Externship			
Apply coding manual data to the billing process.	Pages from coding text		
106-150 Commercial Medical Insurance	SOAP Documents / Billing		
106-151 Specialized Insurance Claims	Statements, Printouts of CPT		
106-152 Electronic Patient Billing	and ICD codes		
Compose medical correspondence.			
106-154 Medical Office Applications	Various Letters		
106-152 Electronic Patient Billing			
Develop a system to triage patients.	Scheduling Worksheet		
106-154 Medical Office Applications	Paper/Electronic Calendar		
106-160 Medical Office Externship	Page		
Establish criteria for using medical reference sources.			
106-118 Medical Transcription 1	Miscellaneous Worksheets		
Identify body systems and diseases.			
Identify component parts of medical terms.	Pages from textbook		
530-165 Medical Terminology			
Manage records storage and retrieval.	Alphabetic File System		
106-112 Information Storage and Retrieval	Medical Simulation Numeric		
106-154 Medical Office Applications	File System		
106-160 Medical Office Externship			
Perform medical billing.	Managed Care Computation		
106-150 Commercial Medical Insurance	Exercise		
106-155 Patient / Client Customer Service	Medical Simulation		
106-154 Medical Office Applications	(EPB or MOA)		
106-152 Electronic Patient Billing	Various Worksheets		

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Practice confidentiality and ethical standards.				
<i>106-154 Medical Office Applications</i>	Various ethical and			
<i>106-155 Patient / Client Customer Service</i>	confidentiality statements			
<i>106-150 Commercial Medical Insurance</i>				
<i>106-118 Medical Transcription 1</i>				
<i>106-160 Medical Office Externship</i>				
Prepare insurance claims.	Insurance forms			
<i>106-150 Commercial Medical Insurance</i>	Coding Worksheets			
<i>106-151 Specialized Insurance Claims</i>				
Research medically specific data.	Health Care Paper			
<i>106-150 Commercial Medical Insurance</i>	Immunology Project			
<i>106-155 Patient / Client Customer Service</i>				
<i>106-118 Medical Transcription 1</i>				
Transcribe medical documents.	Various forms, reports, and			
<i>106-118 Medical Transcription 1</i>	correspondence			
<i>106-160 Medical Office Externship</i>				
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
<i>801-196 Oral / Interpersonal Communication</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</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>				

Core Abilities (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
<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>				
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>				