

**Program Name:** Medical Transcription  
**Program Number:** 31-106-7  
**Required DML:** Internships

**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.

	<b>A</b>	<b>B</b>	<b>C</b>
Contact Course Instructor If No Artifact Is Listed In This Column. <b>SUGGESTED            ARTIFACT*</b>	<b>Artifact            Linked to            Outcome</b>	<b>Reflection            Statement</b>	<b>Evidence of            Growth/            Progress</b>
<b>EXIT LEARNING OUTCOMES</b>			
<b>Courses listed under the program outcomes are suggestions as to where students may find artifacts.</b>			
<b>Program Learner Outcomes</b>			
Explain disease processes of the human body. <i>530-130 Pathophysiology Theory</i>			
Explain the basic physiologic functions of the human body. <i>806-189 General Anatomy &amp; Physiology</i>			
Explain the legal and ethical responsibilities of medical transcriptionists. <i>530-151 Medical Transcription Profession</i>			
Interpret use of common drugs and diagnostic tests. <i>530-131 Pharmacology Essentials</i>			
Operate word processing and medical transcription equipment. <i>530-313 Medical Transcription Basics</i>			
Transcribe medical dictation.			
<i>530-320 Advanced Medical Transcription - Cardiology</i>			
<i>530-323 Advanced Medical Transcription - Gastroenterology</i>			
<i>530-321 Advanced Medical Transcription - Orthopedics</i>			
<i>530-314 Beginning Medical Transcription 1</i>			
<i>530-315 Beginning Medical Transcription 2</i>			
<i>530-316 Beginning Medical Transcription 3</i>			
<i>530-399 Medical Transcription Internship</i>			
<i>530-322 Specialty Medical Transcription - Radiology and Pat</i>			
Utilize medical transcription references and software.			
<i>530-320 Advanced Medical Transcription - Cardiology</i>			
<i>530-323 Advanced Medical Transcription - Gastroenterology</i>			
<i>530-321 Advanced Medical Transcription - Orthopedics</i>			
<i>530-314 Beginning Medical Transcription 1</i>			
<i>530-315 Beginning Medical Transcription 2</i>			
<i>530-316 Beginning Medical Transcription 3</i>			
<i>530-399 Medical Transcription Internship</i>			
<i>530-322 Specialty Medical Transcription - Radiology and Pat</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 OR 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>				
Determine the impact of psychological and social factors have in shaping human behavior. <i>809-196 Introduction to Sociology OR 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 OR 809-198 Introduction to Psychology OR 809-199 Psychology of Human Relations</i>				
<b>Elective OR Other Courses (course number and title)</b>				
<b>Core Abilities Indicate _____ Inventory and/or _____ Integrated</b>				
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>				
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>				

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