

**PORTFOLIO WORKSHEET**  
**2004-2005**

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

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

\*\*\* At Least One Artifact Is Required For Each Learner Outcome Listed Below \*\*\*

**Directions:** In columns A and B, enter dates when items are completed. Check Column C if transcript is used. Electronic format is recommended for portfolio development. **Note: Keep original portfolio. Submit copy only.**

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

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



<b>Core Abilities</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>				
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>				