

PORTFOLIO WORKSHEET
2004-2005

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:

* * * 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.

	ARTIFACT		
	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
Contact Course Instructor If No Artifact Is Listed In This Column			
Suggested Work Sample from Performance Asmt			
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Apply customer service skills.	WP4/WP10 - MOA Text		
<i>106-155 Patient / Client Customer Service</i>	Telephone Cassette		
<i>106-154 Medical Office Applications</i>	Diversity Project		
<i>106-160 Medical Office Externship</i>			
Apply coding manual data to the billing process.	Pages from coding text		
<i>106-150 Commercial Medical Insurance</i>	SOAP Documents / Billing		
<i>106-151 Specialized Insurance Claims</i>	Statements, Printouts of CPT		
<i>106-152 Electronic Patient Billing</i>	and ICD codes		
Compose medical correspondence.			
<i>106-154 Medical Office Applications</i>	Various Letters		
<i>106-152 Electronic Patient Billing</i>			
Develop a system to triage patients.	Scheduling Worksheet		
<i>106-154 Medical Office Applications</i>	Paper/Electronic Calendar		
<i>106-160 Medical Office Externship</i>	Page		
Establish criteria for using medical reference sources.			
<i>106-118 Medical Transcription 1</i>	Miscellaneous Worksheets		
Identify body systems and diseases.	Lrng Pln 16 Disease Presentation		
<i>530-130 Pathophysiology Theory</i>			
Identify component parts of medical terms.			
<i>530-165 Medical Terminology</i>	Pages from textbook		
Manage records storage and retrieval.			
<i>106-112 Information Storage and Retrieval</i>	Alphabetic File System		
<i>106-154 Medical Office Applications</i>	Medical Simulation Numeric		
<i>106-160 Medical Office Externship</i>	File System		

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Used
Program Learner Outcomes (continued)		Suggested Work Sample from Performance Asmt		
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		
Practice confidentiality and ethical standards.				
106-154 Medical Office Applications				
106-155 Patient / Client Customer Service				
106-150 Commercial Medical Insurance				
106-118 Medical Transcription 1				
106-160 Medical Office Externship				
Prepare insurance claims.				
106-150 Commercial Medical Insurance				
106-151 Specialized Insurance Claims				
Research medically specific data.				
106-150 Commercial Medical Insurance				
106-155 Patient / Client Customer Service				
106-118 Medical Transcription 1				
Transcribe medical documents.				
106-118 Medical Transcription 1				
106-160 Medical Office Externship				
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
801-196 Oral / Interpersonal Communication				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
801-196 Oral / Interpersonal Communication				
Perform mathematical calculations				
804-174 Survey of Mathematics				
Determine mathematical concepts needed to solve an application.				
804-174 Survey of Mathematics				
Core Abilities				
Complete a Core Abilities self-assessment reflection.				
890-125 Student Success				
Complete reflection essays on Core Abilities and Occupational Skills development.				
890-130 Career Development				
Work Cooperatively				
Complete assigned tasks for team/group work.				
Use collaborative strategies to complete tasks.				
Exchange information, ideas, and opinions in a team/group setting.				

<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>				