

PORTFOLIO WORKSHEET
2004-2005

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

Contact Course Instructor If No Artifact Is Listed In This Column	ARTIFACT		
	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
Suggested Work Sample from Performance Asmt			

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

EXIT LEARNING OUTCOMES

Program Learner Outcomes

Explain disease processes of the human body. <i>530-130 Pathophysiology Theory</i>	Case studies from Pathophysiology Theory			
Explain the basic physiologic functions of the human body. <i>806-189 General Anatomy & Physiology</i>	Presentation or paper from Anatomy and Physiology			
Explain the legal and ethical responsibilities of medical transcriptionists. <i>530-151 Medical Transcription Profession</i>	(1) Confidentiality pledge from Medical Transcription Profession			
	(2) Signed confidentiality statements from Medical Transcription Internship			
Interpret use of common drugs and diagnostic tests. <i>530-131 Pharmacology Essentials</i>	Research paper on new FDA-approved drug from Pharmacology Essentials			
Operate word processing and medical transcription equipment. <i>530-313 Medical Transcription Basics</i>	(1) Completed word processing checklist from Medical Transcription Basics			
	(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			

	ARTIFACT					
	A	B	C			
Contact Course Instructor If No Artifact Is Listed In This Column	Work Sample Linked to Outcome	Self Assessment/ Reflection Statement	Transcript Used			
Suggested Work Sample from Performance Asmt						
Transcribe medical dictation.	(1) Transcribed reports from any medical transcription course					
530-320 Advanced Medical Transcription - Cardiology						
530-323 Advanced Medical Transcription - Gastroenterology						
530-321 Advanced Medical Transcription - Orthopedics						
530-314 Beginning Medical Transcription 1						
530-315 Beginning Medical Transcription 2						
530-316 Beginning Medical Transcription 3						
530-399 Medical Transcription Internship						
530-322 Specialty Medical Transcription - Radiology and Pat	(2) Completed site supervisors' evaluation forms from Medical Transcription Internship					
Utilize medical transcription references and software.						
530-320 Advanced Medical Transcription - Cardiology						
530-323 Advanced Medical Transcription - Gastroenterology						
530-321 Advanced Medical Transcription - Orthopedics						
530-314 Beginning Medical Transcription 1						
530-315 Beginning Medical Transcription 2						
530-316 Beginning Medical Transcription 3						
530-399 Medical Transcription Internship						
530-322 Specialty Medical Transcription - Radiology and Pat	(2) Completed site supervisors' evaluation forms from Medical Transcription Internship					
General Education Learner Outcomes						
Examine anatomy concepts.						
806-189 Basic Anatomy						
Examine the complexities of society from a sociological perspective.						
809-196 Intro to Sociology						
OR						
Determine the impact psychological and social factors have in shaping human behavior.						
809-198 Intro to Psychology						
OR						
Apply psychological principles to personal and professional relationships.						
809-199 Psychology of Human Relations						
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication						
801-195 Written Communication OR 801-196 Oral/Interpersonal Communication						
OR 801-198 Speech						

	ARTIFACT			
	Contact Course Instructor If No Artifact Is Listed In This Column	A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral/Interpersonal Communication OR 801-198 Speech</i>				
Core Abilities Learner Outcomes				
Complete a Core Abilities self-assessment reflection. <i>890-125 Student Success</i>				
Complete reflection essays on Core Abilities and Occupational Skills development. <i>890-130 Career Development</i>				