

**MORAINE PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST
2005-2006**

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 learning outcome * * *

Directions: In columns A and B, student enters dates when items are completed or checks Column C if transcript is used for advanced standing credits. Verifier initials column D when portfolio is verified for graduation requirement. Submit a signed copy (see last page) of this form with a copy of your portfolio for verification. Note: Keep original portfolio; submit a copy.

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

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

Program Learning Outcomes				
Assess institutional compliance with government and organizational regulations and accreditation standards.				
<i>530-175 Medical Transcription Management</i>				
<i>530-160 Introduction to Health Information Science</i>	Documentation Grid			
<i>530-171 Legal Aspects of Health Information</i>	Policy Project			
Assign diagnostic and procedural codes.				
<i>530-161 Diagnosis / Procedure Coding 1</i>	Final Quiz			
<i>530-162 Diagnosis / Procedure Coding 2</i>	Final Quiz			
Design database reports.				
<i>530-174 Computers in Health Care</i>	Database Reports			
Design surveillance monitoring tools.				
<i>530-160 Introduction to Health Information Science</i>	Incomplete Record Control Project			
Develop interdisciplinary operational strategies.				
<i>530-191 Clinical Practice 1</i>	Site Project			
<i>530-192 Clinical Practice 2</i>	Site Project			
<i>530-179 Management Functions for the HIT</i>	Policy Project			
Evaluate documentation to support diagnoses, tests, and treatment modalities.				
<i>530-161 Diagnosis / Procedure Coding 1</i>	Final Quiz			
<i>530-162 Diagnosis / Procedure Coding 2</i>	Final Quiz			

Continued

		ARTIFACT				
Program Learning Outcomes (continued)		Contact Course Instructor If No Artifact Is Listed In This Column Sample from Performance Asmt	A Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
Manage health information systems.						
530-160 Introduction to Health Information Science		Incomplete Record Control Project				
530-179 Management Functions for the HIT		Performance Standard Assignment				
Perform statistical analysis of patient information.						
530-170 Health Statistics		Data Presentation Assignment				
Use surveillance monitoring.						
530-160 Introduction to Health Information Science		Incomplete Record Control Project				
530-173 Quality in Health Care		QI Project				
General Education Learning Outcomes						
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.						
801-196 Oral / Interpersonal Communication OR 801-198 Speech						
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication						
801-195 Written Communication AND						
801-196 Oral / Interpersonal Communication OR 801-198 Speech						
Examine anatomy concepts.						
806-189 Basic Anatomy						
Examine the complexities of society from a sociological perspective.						
809-196 Introduction to Sociology						
Determine the impact of psychological and social factors have in shaping human behavior.						
809-198 Introduction to Psychology						
OR						
Apply psychological principles of personal and professional relationships.						
809-199 Psychology of Human Relations						
Apply the foundational elements of economic reasoning to personal and business decision-making.						
809-195 Economics						

Continued

ARTIFACT

Core Abilities	Contact Course Instructor If No Artifact Is Listed In This Column Suggested Work Sample from Performance Asmt	A Work Sample Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
<i>890-125 Student Success</i> AND	Core Ability Inventory				
<i>890-130 Career Development</i>	Core Ability Inventory and Self-assessment Reflection AND Reflection essay "How I've Changed: Then and Now"				

LEARNER:

I understand that this portfolio will be evaluated by educators and advisory committees and becomes the property of Moraine Park Technical College.

The contents of this portfolio
 _____ **MAY** **MAY NOT** _____
 be displayed to other students and the general public.

 Signature of Learner

 Date

VERIFIER:

After verification is complete, forward portfolio to the
Outcome Assessment Office.

 Signature of Verifier

 Date