

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

Program Name: Medical Assistant
Program Number: 31-509-1
Required DML: 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				
Assist with medication administration. <i>509-169 Clinical Procedures II</i>	Administration of Eye Drops and Ointment Checklist			
Assist in patient education. <i>509-166 Clinical Procedures I</i>	Nutrition Education Assignment			
Assist with patient history and physical examinations. <i>509-166 Clinical Procedures I</i>	Medical History Interview			
Assist with procedures, treatments and minor office surgery. <i>509-169 Clinical Procedures II</i>	Physical Exam Checklist			
Collect laboratory specimens. <i>509-169 Lab Procedures II</i>	Blood Collection Photo			
Perform diagnostic tests. <i>509-165 Lab Procedures I</i>	Urine Chemical Dipstick assignment			
Perform medical office operational functions <i>106-154 Medical Office Applications</i>	Paper/Electronic Calender			
Process insurance claims <i>106-159 Commerical Medical Insurance</i>	HCFA 1500 Claim Form/EOB			

Continued

