

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

**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 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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Suggested Work Sample from Performance Asmt</b>	<b>Work Sample Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Transcript Used</b>	<b>Verified</b>

<b>Program Learning Outcomes</b>				
Apply customer service skills.	Diversity Project PowerPoint			
<i>509-109 Medical Law Ethics and Professionalism</i>				
<i>106-154 Medical Office Applications</i>	Telephone Cassette			
<i>106-160 Medical Office Externship</i>				
<i>509-101 Medical Assistant Administrative Procedures</i>	Telecommunication Group Project			
Apply coding manual data to the billing process.	EOB/HCFR			
<i>509-107 Medical Office Insurance and Finance</i>	1500 Project			
<i>106-151 Specialized Insurance Claims</i>	Statements of CPT, ICD			
<i>106-152 Electronic Patient Billing</i>	9CM Coding Exercises			
Compose medical correspondence.	Various Letters			
<i>106-154 Medical Office Applications</i>				
<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.	Med Reference Project			
<i>106-118 Medical Transcription 1</i>	PowerPoint, SOAP Note			
Identify body systems and diseases.				
Identify component parts of medical terms.	Pages from textbook			
<i>530-165 Medical Terminology</i>				
Manage records storage and retrieval.	Alphabetic File System			
<i>106-112 Information Storage and Retrieval</i>	Medical Simulation			
<i>106-154 Medical Office Applications</i>	Numeric File System			
<i>106-160 Medical Office Externship</i>				

Program Learning Outcomes (continued)	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
Perform medical billing.	Managed Care Computation Exercise EOB HCFA 1500 Project)				
509-107 Medical Office Insurance and Finance					
106-154 Medical Office Applications		Medical Simulation			
106-152 Electronic Patient Billing		Various Worksheets			
Practice confidentiality and ethical standards.					
509-109 Medical Law, Ethics and Professionalism	Diversity Project				
106-154 Medical Office Applications					
509-101 Medical Assistant Administrative Procedures	Telecomm. Group Project				
509-107 Medical Office Insurance and Finance	EOB/HCFA 1500 Project				
106-118 Medical Transcription 1					
106-160 Medical Office Externship					
Prepare insurance claims.					
509-107 Medical Office Insurance and Finance	EOB/HCFA 1500 Project				
106-151 Specialized Insurance Claims	tatemnts,CPT/1CDN-CM Coding Exercises				
Research medically specific data.					
509-107 Medical Office Insurance and Finance	EOB/HCFA 1500 Project				
509-101 Medical Assistant Administrative Procedures					
106-118 Medical Transcription 1	Med Reference PPT				
Transcribe medical documents.					
106-118 Medical Transcription 1					
106-160 Medical Office Externship	SOAP Notes, Documents				

Continued

	Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C	D
<b>General Education Learning Outcomes</b>	<b>Suggested Work Sample from Performance Asmt</b>	<b>Work Sample Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Transcript Used</b>	<b>Verified</b>
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication <i>801-196 Oral / Interpersonal Communication</i>					
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>					
Perform mathematical calculations <i>804-106 Introduction to College Mathematics</i>					
Determine mathematical concepts needed to solve an application <i>804-106 Introduction to College Mathematics</i>					
<b>Core Abilities</b>					
<i>890-125 Student Success</i> <b>AND</b> <i>890-130 Career Development</i>	Core Ability Inventory				
	Core Ability Inventory and Self-assessment Reflection				
	<b>AND</b> 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.

<p>The contents of this portfolio  _____ <b>MAY</b>      <b>MAY NOT</b> _____  be displayed to other students and the general public.</p>
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**VERIFIER:**

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

\_\_\_\_\_  
**Signature of Verifier**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Learner**

\_\_\_\_\_  
**Date**