

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

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 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				
Explain disease processes of the human body. <i>(Ask Marge Spieth in what course artifact is created)</i>	Case studies from Pathophysiology			
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>Ask Marge Spieth in what course artifact is created)</i>	Research paper on new FDA-approved drug from Pharmacology Essentials			

Continued

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
Program Learning Outcomes (continued)		Suggested Work Sample from Performance Asmt			
Contact Course Instructor If No Artifact Is Listed In This Column					
Operate word processing and medical transcription equipment. <i>530-313 Medical Transcription Basics</i>		(1) Completed word checklist Medical Transcription Basics			
		(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			
Transcribe medical dictation. <i>530-320 Advanced Medical Transcription - Cardiology</i> <i>530-323 Advanced Medical Transcription - Gastroenterology</i> <i>530-321 Advanced Medical Transcription - Orthopedics</i> <i>530-314 Beginning Medical Transcription 1</i> <i>530-315 Beginning Medical Transcription 2</i> <i>530-316 Beginning Medical Transcription 3</i> <i>530-399 Medical Transcription Internship</i> <i>530-322 Specialty Medical Transcription - Radiology and Pa</i>		(1) Transcribed reports from any medical transcription course			
		(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			
Utilize medical transcription references and software. <i>530-320 Advanced Medical Transcription - Cardiology</i> <i>530-323 Advanced Medical Transcription - Gastroenterology</i> <i>530-321 Advanced Medical Transcription - Orthopedics</i> <i>530-314 Beginning Medical Transcription 1</i> <i>530-315 Beginning Medical Transcription 2</i> <i>530-316 Beginning Medical Transcription 3</i> <i>530-399 Medical Transcription Internship</i> <i>530-322 Specialty Medical Transcription - Radiology and Pa</i>		(1) Transcribed reports from any medical transcription course			
		(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			

Continued

		ARTIFACT			
		A	B	C	D
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used	Verified
General Education Learning Outcomes					
Examine anatomy concepts. <i>806-189 Basic Anatomy</i>					
Examine the complexities of society from a sociological perspective. <i>809-196 Intro to Sociology</i>					
OR					
Determine the impact psychological and social factors have in shaping human behavior. <i>809-198 Intro to Psychology</i>					
OR					
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>					
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication <i>801-195 Written Communication OR 801-196 Oral/Interpersonal Communication</i> OR <i>801-198 Speech</i>					
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					
<i>890-125 Student Success AND</i> <i>890-130 Career Development</i>		Core Ability Inventory			
		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.

VERIFIER:

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

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

Signature of Verifier

Date

Signature of Learner

Date