

**MORAINE PARK TECHNICAL COLLEGE
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST
2006-2007**

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
Suggested Work Sample from Performance Asmt	Reflection Statement	Work Sample Linked to Outcome	Transcript Used

Program Learning Outcomes

Adhere to health information requirements and standards			
<i>530-176 Health Data Management</i>	Documentation Grid		
<i>530-178 Healthcare Legal and Ethical Issues</i>	Policy Project		
Utilize clinical classifications			
<i>530-183 ICD-9-CM Coding</i>	Assessment		
<i>530-184 CPT Coding</i>	Assessment		
<i>530-195 Applied Coding</i>	Assessment		
Support data collection and reimbursement systems			
<i>530-185 Healthcare Reimbursement</i>	Presentations		
Abstract health care data for analysis and presentation			
<i>530-176 Health Data Management</i>	Abstracting Assignment		
<i>530-190 Healthcare Information Systems</i>	Database Assignment		
Adhere to security, privacy and confidentiality policies			
<i>530-178 Healthcare Legal and Ethical Issues</i>	Policy Project		
<i>530-190 Healthcare Information Systems</i>	Group Project		
Use information technology systems to process health information			
<i>530-176 Health Data Management</i>	Abstracting Assignment		
<i>530-190 Healthcare Information Systems</i>	Database Assignment		
<i>530-193 Healthcare Quality Management</i>			

Continued

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used
Program Learning Outcomes (continued)		Contact Course Instructor If No Artifact Is Listed In This Column		
		Suggested Work Sample from Performance Asmt		

Apply organizational management techniques to improve efficiency of departmental functions and services

<i>530-193 Healthcare Quality Management</i>	Class Project			
<i>530-194 HIM Organizational Resources</i>	Any Assignment			

Model professional behavior, ethics, and appearance

<i>530-196 Professional Practice Experience 1</i>	Site Supervisor Core Abilities Evaluation			
<i>530-198 Professional Practice Experience 2</i>	Site Supervisor Core Abilities Evaluation			

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Reflection Statement	Transcript Used
Core Abilities		Contact Course Instructor If No Artifact Is Listed In This Column		
		Suggested Work Sample from Performance Asmt		
<i>890-125 Student Success AND</i>	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"			

Continued

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 Learner

Date

Signature of Verifier

Date

