

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

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 Suggested Work Sample from Performance Asmt	A	B	C	D
Reflection Statement	Work Sample Linked to Outcome	Transcript Used	Verified	

Program Learning Outcomes				
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/HCFA			
<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.				
<i>106-154 Medical Office Applications</i>	Various Letters			
<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.				
<i>106-112 Information Storage and Retrieval</i>	Alphabetic File System			
<i>106-154 Medical Office Applications</i>	Medical Simulation			

Continued

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

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