

**MORAINE PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2007-2008**

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

<b>Program Learning Outcomes</b>				
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>				
<i>530-190 Healthcare Information Systems</i>				
Adhere to security, privacy and confidentiality policies				
<i>530-178 Healthcare Legal and Ethical Issues</i>				
<i>530-190 Healthcare Information Systems</i>				
Use information technology systems to process health information				
<i>530-176 Health Data Management</i>				
<i>530-190 Healthcare Information Systems</i>				
<i>530-193 Healthcare Quality Management</i>				
Continued				

		ARTIFACT			
Program Learning Outcomes (continued)	Contact Course Instructor If No Artifact Is Listed In This Column Sample from Performance Asmt	A Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
	Apply organizational management techniques to improve efficiency of departmental functions and services				
530-193 Healthcare Quality Management					
530-194 HIM Organizational Resources					
Model professional behavior, ethics, and appearance					
530-196 Professional Practice Experience 1					
530-198 Professional Practice Experience 2					

		ARTIFACT			
Core Abilities	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
	890-125 Student Success <b>AND</b>	Core Ability Inventory			
890-130 Career Development	Core Ability Inventory and Self-assessment Reflection				
	<b>AND</b> Reflection essay "How I've Changed: Then and Now"				
Continued					

