

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

**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.

Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C	D
Suggested Work Sample from Performance Asmt	Reflection Statement	Work Sample Linked to Outcome	Transcript Used	Verified

Your Student Portfolio will be evaluated by educators and advisory committee members and becomes the property of Moraine Park Technical College.

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

Continued

<i>106-160 Medical Office Externship</i>	Numeric File System				
<b>Program Learning Outcomes (continued)</b>	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>
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/ICDN-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				
<b>Core Abilities</b>					
<i>890-125 Student Success AND</i>	Core Ability Inventory				
<i>890-130 Career Development</i>	Core Ability Inventory and Self-assessment Reflection				
	<b>AND</b> 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**