

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

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.

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.

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			
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 (continued)					
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>530-325 Advanced Medical Transcription</i>		(1) Transcribed reports from any medical transcription course			
<i>530-324 Beginning Medical Transcription</i> <i>530-325 Advanced Medical Transcription</i>		(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			
Utilize medical transcription references and software. <i>530-325 Advanced Medical Transcription</i>		(1) Transcribed reports from any medical transcription course			
<i>530-324 Beginning Medical Transcription</i> <i>530-325 Advanced Medical Transcription</i>		(2) Completed site supervisors' evaluation forms from Medical Transcription Internship			
Core Abilities					
<i>890-125 Student Success</i> AND <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"			

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