

**MORAINE PARK TECHNICAL COLLEGE
PROGRAM OUTCOMES WORKSHEET
2008-2009**

Program Name: Medical Office Specialist
Program Number: 31-106-2
Required Exit Assessment: Chalk and Wire ePortfolio

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				
Apply customer service skills.				
<i>509-109 Medical Law Ethics and Professionalism</i>	Diversity Project PowerPoint			
<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.				
<i>509-107 Medical Office Insurance and Finance</i>	EOB/HCFR 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.				
<i>106-154 Medical Office Applications</i>	Scheduling Worksheet Paper/Electronic Calendar			
<i>106-160 Medical Office Externship</i>	Page			
Establish criteria for using medical reference sources.				
<i>106-118 Medical Transcription 1</i>	Med Reference Project PowerPoint, SOAP Note			
Identify body systems and diseases.				
Identify component parts of medical terms.				
<i>530-165 Medical Terminology</i>	Pages from textbook			
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			
<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 Suggested Work Sample from Performance Asmt	A Work Sample Linked to Outcome	B Reflection Statement	C Transcript Used	D Verified
Perform medical billing.	Managed Care Computation Exercise (EOB HCFA 1500 Project)				
509-107 Medical Office Insurance and Finance					
106-154 Medical Office Applications	Medical Simulation				
106-152 Electronic Patient Billing	Various Worksheets				
Practice confidentiality and ethical standards.	Diversity Project				
509-109 Medical Law, Ethics and Professionalism					
106-154 Medical Office Applications					
509-101 Medical Assistant Administrative Procedures	Telecomm. Group Project				
509-107 Medical Office Insurance and Finance	EOB/HCFA 1500 Project				
106-118 Medical Transcription 1					
106-160 Medical Office Externship					
Prepare insurance claims.	EOB/HCFA 1500 Project				
509-107 Medical Office Insurance and Finance					
106-151 Specialized Insurance Claims	Statements, CPT/1CDN-CM Coding Exercises				
Research medically specific data.	EOB/HCFA 1500 Project				
509-107 Medical Office Insurance and Finance					
509-101 Medical Assistant Administrative Procedures					
106-118 Medical Transcription 1	Med Reference PPT				
Transcribe medical documents.	SOAP Notes, Documents				
106-118 Medical Transcription 1					
106-160 Medical Office Externship					
Core Abilities					
890-125 Student Success AND	Core Ability Inventory				
890-130 Career Development	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