

**MORAINE PARK TECHNICAL COLLEGE  
PORTFOLIO WORKSHEET/VERIFICATION CHECKLIST  
2009-2010**

**Program Name:** Medical Office Specialist

**Student Name:**

**Program Number:** 31-106-2

**MPTC Student ID #:**

**Required Exit Assessment: Chalk and Wire ePortfolio**

\* \* \* At least one artifact is required for each learning outcome \* \* \*

**Directions:** In columns A and B, student enters dates when items are completed or checked, 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
Suggested Work Sample from Performance Asmt	Reflection Statement	Work Sample Linked to Outcome	Transcript Used	Verified

**Program Learning Outcomes**

Apply customer service skills.

<i>106-152 Electronic Patient Billing</i>	Collection Project				
<i>106-154 Medical Office Applications</i>	Portfolio of Professional Statements				
<i>509-301 Medical Assistant Administrative Procedures</i>	Telecommunications Group Project				

Apply coding manual data to the billing process.

<i>509-107 Medical Office Insurance and Finance</i>	EOB/CMS 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>					
<i>509-301 Medical Assistant Administrative Procedures</i>					

Develop a system to triage patients.

<i>106-154 Medical Office Applications</i>	Scheduling Worksheet				
<i>106-160 Medical Office Externship</i>	Paper/Electronic Calendar Page				

Establish criteria for using medical reference sources.

<i>106-154 Medical Office Applications</i>	Portfolio of Professional Statements				
<i>106-151 Specialized Insurance Claims</i>	CMS 1500 Case Studies				

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
Identify body systems and diseases AND					
Identify component parts of medical terms.					
<i>530-165 Medical Terminology</i>	Pages from textbook				
<i>509-302 Human Body Health &amp; Disease</i>	Body Systems Project				
Manage records storage and retrieval.					
<i>106-112 Information Storage and Retrieval</i>	Medical Record Project				
<i>509-301 Medical Assistant Administrative Procedures</i>	Medical Record Charts				
Perform medical billing.					
<i>509-307 Medical Office Insurance and Finance</i>	Managed Care Computation Exercise				
	EOB CMS 1500 Project				
<i>106-154 Medical Office Applications</i>	Medical Billing Simulation				
<i>106-152 Electronic Patient Billing</i>	Various Medisoft Activities				
Practice confidentiality and ethical standards.					
<i>509-309 Medical Law, Ethics and Professionalism</i>	Medical Law Research Paper				
<i>106-154 Medical Office Applications</i>	Portfolio of Professional Statements				
<i>509-301 Medical Assistant Administrative Procedures</i>	Medical Record Project				
<i>106-160 Medical Office Externship</i>	Signed Confidentiality Agreement, Site Summary				
Prepare insurance claims.					
<i>509-107 Medical Office Insurance and Finance</i>	EOB/CMS 1500 Project Statements				
<i>106-151 Specialized Insurance Claims</i>	CPT/1CD, 9CM Coding Exercises				
Research medically specific data.					
<i>509-307 Medical Office Insurance and Finance</i>	EOB/CMS 1500 Project				
<i>509-301 Medical Assistant Administrative Procedures</i>	Med Reference PPT				

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
Transcribe medical documents.					
<i>106-154 Medical Office Applications</i>					
<i>509-307 Medical Office Insurance and Finance</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"				

**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  
**Instructional Area for the Medical Office Specialist Program**

\_\_\_\_\_  
**Signature of Verifier**

\_\_\_\_\_  
**Date**