



# Experiential Learning Portfolio for 10106135 Introduction to Healthcare Documentation

## Student Contact Information:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

*Before attempting to complete this portfolio, the following prerequisites and/or corequisites must be met:*

PREREQUISITES: 10501101 Medical Terminology and 10106110 Document Formatting or 10103146 MS Word A and COREQUISITE: 10103147 MS Word B.

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 3 of the 5 competencies.**

**10106135 Introduction to Healthcare Documentation, 3 Associate Degree Credits**

**Course Description:** This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents.

Emphasis is placed on speed building and accuracy improvement. PREREQUISITES:

10106130 Medical Terminology 1 and 10106110 Document Formatting or 10103146 MS Word A and 10103147 MS Word B.

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Create medical documents from typed, rough draft, or dictated materials**

Criteria: Performance will be satisfactory when:

- documents are created using applicable keyboarding skills
- documents are formatted and keyed correctly
- documents are correctly formatted for medical information from typed, rough draft, or dictated materials
- documents use medical terminology correctly
- documents produced are correct for situation

Learning Objectives:

- a. Extract pertinent information from consultation reports to prepare patient data file
- b. Prepare patient data files from telephone calls for prescriptions
- c. Use computer software to achieve production
- d. Format documents using computer software efficiently
- e. Proofread documents accurately
- f. Create letterhead and memo heading

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Use proofreading and editing techniques to document medical information accurately**

Criteria: Performance will be satisfactory when:

- documents exhibit correct spelling and punctuation
- documents exhibit correct verb tense and other correct use of grammar
- documents are formatted appropriate to standard medical formats
- documents are proofread with no less than 99 percent accuracy

Learning Objectives:

- a. Analyze appropriate applications of grammar, spelling, and punctuation
- b. Identify appropriate references to facilitate the communication process
- c. Apply medical terms accurately
- d. Interpret medical knowledge for appropriateness to document
- e. Proofread documents for appropriate use of medical terminology

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Use proper capitalization, punctuation, and numbers in medical documents**

Criteria: Performance will be satisfactory when:

- documents exhibit accurate capitalization
- documents exhibit accurate spelling
- documents exhibit accurate use of numbers

Learning Objectives:

- a. Determine appropriate use of capitalization in medical documents
- b. Determine appropriate use of all punctuation in medical documents
- c. Determine appropriate use of number usage in medical documents

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Use correct format to key medical reports such as case histories, surgical reports, consultations, x-ray reports, clinical pathological reports, laboratory reports, chart notes, and other medical reports, which may be developed**

Criteria: Performance will be satisfactory when:

- documents are in the appropriate format for the medical situation
- documents present data in the appropriate format
- documents present information accurately, especially with respect to numbers, amounts, percentages, and specific vocabulary as indicated by copy received
- documents exhibit no less than 99 percent accuracy

Learning Objectives:

- a. Assess the appropriate format for the medical document being processed
- b. Create documents using formats understood in the medical environment such as case histories, surgical reports, consultations, x-ray reports, clinical, pathological reports, laboratory reports, chart notes, and other medical formats

**Required Artifacts: None**

**Suggested Artifacts: Sample reports: H&P, Operative Report, Consultation, Discharge Summary.**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Demonstrate skills of accuracy and speed on medical timed writings**

Criteria: Performance will be satisfactory when:

- learner has three errors or less
- learner exceeds 45 words per minute

Learning Objectives:

- a. Practice keyboarding skills

**Required Artifacts: None**

**Suggested Artifacts: Three-minute medical timed writing with three or fewer errors.**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

