Experiential Learning Portfolio for 10160141 Healthcare Documentation and Editing

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:

PREREQUISITE: 10160135 Introduction to Healthcare Documentation.

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 8 of the 10 competencies.

10160141 Healthcare Documentation and Editing, 3 Associate Degree Credits

Course Description: Students are introduced to clinic and hospital transcription covering most medical specialties. Correct spelling, grammar, punctuation, and formatting of medical reports are emphasized through review and practice, using computers and transcribing equipment.

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

Competency 1: Explain common medical and legal aspects of transcribing and maintaining medical records

Criteria: Performance will be successful when:

- learner explains and applies common medical and legal aspects of transcribing and maintaining medical records

Learning Objectives:

a. Describe the importance of confidentiality of medical records
b. Describe proper ethical standards necessary in medical transcription
c. Describe medical transcription guidelines and standards

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Apply efficient use of transcription equipment
Criteria: Performance will be successful when:
- learner uses transcription equipment to efficiently prepare accurate medical reports

Learning Objectives:
a. Describe the basic features of a transcriber
b. Demonstrate adjustment of speed, tone, and volume of transcriber to coincide with transcriptionist's abilities
c. Demonstrate efficient use of footpedal operation to transcribe documents

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Apply medical terminology specific to body system to accurately prepare medical reports

Criteria: Performance will be successful when:

- learner accurately applies terminology specific to body systems to prepare medical reports

Learning Objectives:

a. Demonstrate accurate use of medical terminology for preparing medical reports
b. Determine correct use of medical terminology as it pertains to particular specialties

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Utilize appropriate references to prepare medical documents

Criteria: Performance will be successful when:

- learner uses appropriate references to assist in efficient and accurate preparation of medical documents

Learning Objectives:

a. Describe essential medical references for transcriptionists
b. Demonstrate appropriate choice and use of available medical references

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Demonstrate proper formatting of common medical documents
Criteria: Performance will be satisfactory when:
- learner identifies and utilizes appropriate formatting to efficiently prepare accurate medical documents

Learning Objectives:
a. Describe medical documents commonly used in the hospital setting
b. Describe medical documents commonly used in the clinical setting
c. Format documents according to acceptable guidelines and standards

Required Artifacts: None
Suggested Artifacts: Sample reports: H&P, consultation, operative report, discharge summary.

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Apply rules of grammar and punctuation in preparation of medical reports

Criteria: Performance will be satisfactory when:

- learner applies knowledge of grammar and punctuation to efficiently prepare accurate medical documents

Learning Objectives:

a. Demonstrate efficient and accurate use of correct grammar in preparing medical documents
b. Demonstrate efficient and accurate use of punctuation to correctly document medical information

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Use accepted abbreviations and medical symbols
Criteria: Performance will be satisfactory when:
- learner accurately uses abbreviations and symbols in efficiently preparing medical documents

Learning Objectives:
a. Demonstrate correct usage and style of medical abbreviations within medical documentation
b. Use medical symbols correctly in medical documents

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Demonstrate understanding of medical language through correct usage and spelling

Criteria: Performance will be satisfactory when:

- learner demonstrates correct usage and spelling of medical terms when efficiently preparing accurate medical documents

Learning Objectives:

a. Demonstrate understanding of medical language by using correct forms of medical terms
b. Spell medical terms correctly in medical documentation

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 9: Use editing and proofreading skills to maintain document integrity and achieve clarity

Criteria: Performance will be satisfactory when:

- learner demonstrates editing and proofreading skills in efficiently preparing accurate medical documents

Learning Objectives:

a. Use spellcheck feature of word processor to proofread each document
b. Demonstrate editing skills by preparing accurate medical documentation
c. Practice proofreading skills by completing proofreading assignments

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 10: Build transcription speed to be employable

Criteria: Performance will be satisfactory when:

- learner prepares accurate medical documentation at a rate that makes them employable in the profession

Learning Objectives:

a. Utilize repetitive practice
b. Utilize good transcription techniques

Required Artifacts: None
Suggested Artifacts: Three-minute medical timing with three errors or less.

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Conclusion: Summarize how you have met the competencies of the course.

Learning Source Table

Learning Source (name of employer, training, military, volunteer organization, etc.)	Supervisor	Start-End Date	Total Hours	Related Competencies
Ex: XYZ Corporation	Bucky Badger	8/2012-9/2014	2000	#1, 2, 3, and 7