



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experiential Learning Portfolio for 10106132 Electronic Health Records

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.

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 6 of the 8 competencies.

10106132 Electronic Health Records, 1 Associate Degree Credit

Course Description: This course familiarizes students with the basic functioning of medical records in facilities with electronic medical records. Students will also be exposed to the jobs and duties involved in the health information management department of hospitals and clinics. Hands-on training with an electronic medical records program will be included, as well as discussion of paper medical record functions. COREQUISITE: 10501101 Medical Terminology.

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

<p>Competency 1: Identify the skills and duties performed by staff working in an HIM Department of a clinic or hospital</p>
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<p>Criteria: Performance will be satisfactory when:</p>

- | |
|---|
| <ul style="list-style-type: none">• learner lists the jobs available in a paper-based HIM department• learner lists the jobs available in an HIM department using electronic records• learner lists the duties performed by employees in a paper-based department• learner lists the duties performed by employees in an HIM department using electronic records |
|---|

<p>Learning Objectives:</p>

- | |
|--|
| <ol style="list-style-type: none">a. Discuss the various positions available in both paper and electronic medical records departmentsb. Discuss the duties performed in both paper and electronic medical records departments |
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<p>Required Artifacts: None</p>
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<p>Suggested Artifacts: None</p>

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Explain the functions of a Health Information Management department

Criteria: Performance will be satisfactory when:

- learner lists the functions of a paper HIM department
- learner lists the functions of an HIM department using electronic records
- learner identifies the differences in functioning between paper and electronic HIM departments

Learning Objectives:

- a. Discuss the typical process used in a health information management department using paper medical records
- b. Discuss the typical process used in a health information management department using electronic medical records

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Apply alphabetic and numeric filing rules to file and retrieve medical records

Criteria: Performance will be satisfactory when:

- learner arranges files in primary digit, secondary digit, and terminal digit order
- learner arranges files in proper alphabetic order
- learner determines color coding for various number combinations

Learning Objectives:

- a. File documents alphabetically
- b. File documents by primary, tertiary, and terminal digits
- c. File documents by color coding

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Explain how paper records are converted to electronic format

Criteria: Performance will be satisfactory when:

- learner describes which documents would be most important to scan into the electronic medical record
- learner describes the process of scanning and indexing paper files
- learner lists the advantages of the electronic medical record

Learning Objectives:

- a. List documents most likely to be converted to electronic format
- b. Explain the conversion process from paper medical records to electronic
- c. Discuss the advantages and possible disadvantages of using electronic and paper medical records

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Abstract clinical data from medical records as required for diagnostic and procedural coding

Criteria: Performance will be satisfactory when:

- learner identifies various diagnoses and procedures
- learner lists information compiled from medical documents

Learning Objectives:

- a. Identify specific diagnoses and procedures found in medical documents
- b. Explain the reasons for abstracting medical documents

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Identify the common standards and challenges to privacy and security created by electronic health record systems

Criteria: Performance will be satisfactory when:

- learner describes how HIPAA has impacted both paper and medical records procedures
- learner explains the importance of confidentiality as it applies to healthcare records

Learning Objectives:

- a. Discuss the importance of confidentiality in healthcare records
- b. Describe how HIPAA laws are designed to protect the confidentiality of paper medical records
- c. Describe how HIPAA laws are designed to protect the confidentiality of electronic medical records

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Use an electronic health record program

Criteria: Performance will be satisfactory when:

- learner successfully accesses the health record program
- learner describes the function of the various screens in the program
- learner inputs required information on appropriate screens

Learning Objectives:

- a. Demonstrate steps to access an electronic medical records program
- b. Demonstrate steps to enter information into an electronic medical records program

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Analyze the differences between PHRs (Personal Health Records) and EHRs (Electronic Health Records)

Criteria: Performance will be satisfactory when:

- learner describes the contents of a Personal Health Record
- learner describes the contents of an Electronic Health Record
- learner lists the differences between a Personal Health Record and an Electronic Health Record

Learning Objectives:

- a. Describe the information included in personal health records and electronic health records
- b. Describe the uses for personal health records and electronic health records
- c. Discuss the differences between personal health records and electronic health records

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

