

Course Assessment – Part A: Your Plan

#315

Your Email *

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing

MA 118 – Medical Office Administrative Procedures (Lab) – 1092997 – Cat Blackmar/Mimi Pentz – Fall 2018

Part A: Your Plan
[Directions](#)

Perform the tasks associated with the patient registration document, the reports generated by this document and HIPAA guidelines with regard to medical information.

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 *

Outcome #2 *

Perform computerized procedures that are necessary to quickly check patients into the medical office emphasizing appointments, insurance verification and payment processing.

Outcome #3 *

Generate medical records releases and other documents necessary for communicating between the medical office and other related entities.

Have you completed an assessment for this course prior to this term? No

If yes, are you assessing different outcomes? No

Comments:

2. To which degree(s) or certificate(s) does your course map?

- Medical Assisting Certificate

[Degree, Certificate, & Program Outcomes](#)

Method of Assessment

Check your knowledge lesson 3 and 5

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding *

Outcome #2: Method to assess student understanding *

Chapter 3 Appointment scheduling assignment and check your knowledge lesson 6

Outcome #3: Method to assess student understanding *

Check your knowledge lesson 5

4. How will you know if you were successful in your efforts to teach this outcome?

Students will understand and be able to define HIPPA and correctly perform all computer work with an average of C or better on exams.

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? *

Students will correctly preform all computer work with an average of C or better on exams.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *

Students will correctly preform all computer work with an average of C or better on exams.

**5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.
Question #1**

How did you feel about the pace of the class in relation to assignments due?

Question #2

**Do you require the names of students who complete the course evaluation survey?
(Please note: names will be sent to instructors the Thursday before term ends)**

NO

Reminder, when completing Part B, instructors will be asked the following questions:

- 1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication**
- 2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving**

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