

**SLO ARCHIVE**

Student Learning Outcomes for HTEC 75

Medical Office Management

Team Members:

Team Leader:

Pat Hassel (8789) in HTEC

Other members:

1. Jeff Schinske (xext. 8750) BIOL
2. Cassie Hanna (x) NURS
3. Pat Hassel (x8789) HTEC

Additional team members/notes about team:

Mary Lavin, Roberta Powers, Juanita Russell, Kathryn Atwood, Cathy Brown

Additional Notes:

Outcomes:

Outcome 1 Phase I: Statement

Illustrate advanced administrative skills including computerized accounts, management duties of the medical office manager, personnel recruitment and training, financial management, office policy and procedural manuals, and editorial and research duties and meeting arrangements.

Outcome 1 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: •

Sections being assessed: 01

Outcome 1 Phase III: Reflect & Enhance

Number of people involved in Phase III: 8

Changes:

Methods:

Embedded test and assignment questions.

Findings and Conclusions:

Practical exams reflect working knowledge of concepts of EHR. Written exams correctly reflect learned materials. Seventy-five percent of these students should achieve at least 76% on these questions. They did meet this expectation.

Enhancement (Planned Actions)**Part I:**

I was satisfied with the results-no changes in the near future.

Part II:

No additional resources are required to maintain this level of achievement.

SLO Created: 03/30/2010 Last Modified: 05/19/2011