

Student Learning Outcomes for HTEC 101D

Skill Building In Medical Office Financial Procedures

Team Members:

Team Leader:

[Pat Hassel](#) (8789) in HTEC

Other members:

1. [Pat Hassel](#) (x8789) HTEC

Additional team members/notes about team:

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Additional Notes:

Outcomes:

Outcome 1 Phase I: Statement

Demonstrate billing and collection procedures and the various steps in preparing insurance claim forms.

Outcome 1 Phase II: Assessment Strategy Used:

Assessment Quarter: Fall 2010

Assessors:

Assessment Tools: •

Sections being assessed: 61

Outcome 1 Phase III: Reflect & Enhance

Number of people involved in Phase III: 8

Changes:

Methods:

Embedded test and assignment questions.

Findings and Conclusions:

Seventy-five percent of these students should achieve at least 76% on these questions. The mean score was 87%. They did meet this expectation.

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

With increased time and practice students should increase proficiency of coding.

Part II:

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

Outcome 2 Phase I: Statement

Illustrate the ICD-9-CM and CPT codes used in medical office.

Outcome 2 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: •

Sections being assessed: 61

Outcome 2 Phase III: Reflect & Enhance

Number of people involved in Phase III: 8

Changes:

Methods:

Embedded test and assignment questions.

Findings and Conclusions:

Seventy-five percent of these students should achieve at least 76% on these questions. The mean score was 87%. They did meet this expectation.

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

Students had extensive exercises to reinforce concepts. Exams on target.

Part II:

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

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