

Assessment, Improvement, Measurement (AIM) Report: 04/03/2013**Plan Year:** 2011-2012**Unit:** Medical Information Technology**Coordinator(s):** Sharon Breeding, Karman Wheeler, Jenny Jones**Reviewer:** Jenny Jones

Objective or Outcome	Measure(s)				
	Measure Text	Achievement Target	Results	Achievement Target Result	Use of Findings/Next Steps
SLO 1 - The students will be able to greet patients in a courteous manner with self-confidence and professionalism.	The internship assessment of "self-confidence" and "greeting patients" on the last two-week time sheet from their internship will be used. Ninety percent of the students will score "good" or "excellent" on the final time sheet in the identified areas.	Evaluation form submitted by the supervisor at the end of the semester. Ninety percent of the students will score "good" or "excellent" on the final time sheet in the identified areas.	Evaluations for 37 students for fall semester. There were 3 students that withdrew for various reasons. 95% of the students evaluation showed excellent in the areas for relationship with clients (greeting patients) and self-confidence. All responses were positive for each of the students.	Met	Continue to stress in all medical classes the importance of the patient (client) and the correct responses to them. Build self-confidence in the classroom. Create scenarios to practice relationships with (patients) clients.
SLO 2 - Students will be able to prepare medical business documents and forms, incorporating proof reading techniques into their preparation of the documents.	IN OST 217, components of the final exam related to proof reading, understanding and preparing medical business documents and forms will be used. Ninety-five percent of the students will score at least 75% on the sections identified.	95% of the students will score at least 75% on the sections identified and 80% will obtain a score of 80% or higher on the evaluation of their pathology reports.	"OST 217 ♦ Medical Office Procedures - approximately 146 students ♦ 11 withdrawing ♦ 8 making a failing grade for course. With the proofreading, understanding and preparing documents there were 95 percent of the students scoring 80% on the sections identified. OST 106 ♦ Medical Transcription - Evaluating two (23 students) classes with the pathology report - 9 students were 90% or above, 9 students were above the 80% and the remainder was 70% or above. 18 students were at 80% or higher. (80% of the students evaluated) We did reach the 95% of the students getting 75% or better. "	Met	"OST 217 - Retaining proofreading skills from one class to another class. The importance of medical documents and the accuracy of the report. OST 106 ♦ Grammar is the biggest problem for the students. Need to add basic grammar drills to the class tasks. "
SLO 3 - Graduates will demonstrate proficiency in the use of CPT and	1. Sections on the final exam related to CPT and ICD-CM coding systems	1. 95% of the students will score at least 75% on the sections identified in the final exam. 2. 80%	" At least 80% of the students scored 75% or better on their CPT and ICD-CM coding. Of	Met	Encouraging student to take advantage of going for the certified exam.

<p>ICD-CM coding systems in entering and/or processing medical insurance claims.</p>	<p>and processing medical insurance claims will be used. Ninety-five percent of the students will score at least 75% on the sections identified. 2. APAC Coding Exam - 80% of the students will pass the APAC Coding exam, demonstrating in CPT and ICD-CM coding.</p>	<p>of the students will pass the APAC coding exam.</p>	<p>the 4 students that took the coding exam in December 2 passed. The others have another chance to retake and that is scheduled for April. "</p>		<p>Having study groups for the students to prepare for the exam. Added a class to the curriculum (MIT 219) to prepare students for the exam.</p>
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