

**PET FORM**  
**Planning and Evaluation Tracking**  
**(2012-2013 Assessment Period)**

Division of: [Health Sciences](#)

Person Responsible for this Division: [Mark Rowh](#)

Department of: [Medical Data Specialist](#)

Primary Person Responsible for this Form: [Judy Massie](#)

Purpose Statement (With Last Updated Date): [The Amarillo College Medical Data Specialist Program provides a curriculum and practicum that will graduate an educated, entry-level, multi-skilled individual who can be employed in a professional medical facility performing administrative and coding duties for the Amarillo and surrounding community medical professionals, therefore, enhancing the life of the graduate.](#)

Health Science Division Mission Statement: [In keeping with the mission of Amarillo college, the Health Sciences Division mission is “to provide a comprehensive educational environment that will prepare the graduate to effectively engage in the daily challenges and responsibilities required of a competent entry-level Health Science Professional.](#)

Division Philosophy states [“Health Science education at Amarillo College adheres to the philosophy that a health science career is chosen and prepared for with a dedication of the student to the dignity and mental and physical well-being of the patient.”](#)

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**Goal Statement #1:** [To provide students with the knowledge necessary for completion of a comprehensive exit examination of the Medical Data Specialist Program.](#)

[Strategic Plan 1.4 Align AC learning outcomes with THEBC outcomes which emphasize 21<sup>st</sup> century skills.](#)

**Outcome/Objective Statement #1A**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

[After completion of MDCA 1264 or HITT 1266 Practicum courses, the students will demonstrate expertise by 70%, the knowledge necessary to pass the capstone exit examination during the summer semester.](#)

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  - **2010-2011 Data:** Numbers = 8 out of 9 and Percentage =s 89%
  - **2011-2012 Data:** Numbers = 12 out of 12 and Percentage =s 100%
  
- Analysis
  - Provide Previous Data/Result Analysis  
(Include if benchmark was met and how results relate to outcome statement):  
[Students \(2011-2012\) were successful and results were satisfactory.](#)

- Improvements
    - List any Improvements Made in the **2011-2012** (Last Academic) Year:  
An updated comprehensive review was provided to the MDS students in order to prepare for the capstone examination which will be continued.
    - Evaluate Why Improvements Were Successful/Were Not Successful:  
Improvements were successful because students were successful passing the capstone exit examination.
    - What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):  
There were no funds from the MDS budget needed.
  
  - Recommendations/Actions for 2012-2013
    - Person Responsible (Who will complete the action?): Program Director, Judy Massie
    - Action Plan: The program director will revise the comprehensive exit exam by taking questions from the Fall and Spring courses major exams and the final exams to update the exit exam. Students will be provided an online review before the comprehensive exit exam is administered.
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): Annual
    - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): None
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**Goal Statement #2:** To guide the MDS students toward the skills / tasks necessary for performing specific administrative and coding duties in the various medical settings.

**Outcome/Objective Statement #2A**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

After completion of specific Medical Data Specialist courses and evaluation from the practicum supervisor at the end of the program, the students will demonstrate proficiency by 80% in the performance of basic entry-level skills / tasks necessary for a Medical Data Specialist graduate.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  - **2010-2011 Data:** Numbers = 9 out of 9 and Percentage = 100%
  - **2011-2012 Data:** Numbers = 12 out of 12 and Percentage = 100%
  
- Analysis
  - Provide Previous Data/Result Analysis  
(Include if benchmark was met and how results relate to outcome statement):  
10 students scored 90% or better and 2 students scored 80% or better indicating the results were satisfactory.
  
- Improvements
  - List any Improvements Made in the **2011-2012** (Last Academic) Year:  
No improvements at this time.
  - Evaluate Why Improvements Were Successful/Were Not Successful:  
Students are successful because of the reinforcement and emphasis that the MDS faculty places on the skills / tasks
  - What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):  
There were no budget implications involved.

- Recommendations/Actions for 2012-2013

- Person Responsible (Who will complete the action?): N/A
  - Action Plan: N/A
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): N/A
  - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): N/A
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**Goal Statement #3:** Students will be guided to demonstrate overall professionalism while performing all duties required of the Medical Data Specialist graduate.

**Outcome/Objective Statement #3A**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

After completion of specific Medical Data Specialist courses and evaluation by the practicum supervisor at the end of the program, the MDS students will demonstrate proficiency at a 75% level in the performance of basic entry-level professional skills necessary for a Medical Data Specialist graduate.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)

- **2010-2011 Data:** Numbers = 9 out of 9 and Percentage =s 100%
- **2011-2012 Data:** Numbers = 12 out of 12 and Percentage =s 100%

- Analysis

- Provide Previous Data/Result Analysis

(Include if benchmark was met and how results relate to outcome statement):

Student performance was found to be satisfactory by the practicum supervisors and program director.  
11 out of 12 students scored 90% or better and 1 student scored 75% or better.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year:  
None at this time.
- Evaluate Why Improvements Were Successful/Were Not Successful:  
Reinforcement and emphasis that the MDS faculty places on the students professionalism.
- What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):  
N / A

- Recommendations/Actions for 2012-2013

- Person Responsible (Who will complete the action?): Program Director and Student.
  - Action Plan: N/A
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): N/A
  - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): N/A
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**Goal Statement #4:** No Excuses Goal #6 - Earn a certificate, degree or reverse transfer.

**Outcome/Objective Statement #4A**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

After completion of the Medical Data Specialist curriculum and evaluation by the faculty and practicum supervisors, the MDS students will have earned a certificate of completion meeting a minimum of 70% competency in all curriculum courses, capstone exit examination, and practicum evaluation.

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
    - **2010-2011 Data:** Numbers = 9 out of 9 and Percentage = 100%
    - **2011-2012 Data:** Numbers = 12 out of 12 and Percentage = 100%
  
  - Analysis
    - Provide Previous Data/Result Analysis  
(Include if benchmark was met and how results relate to outcome statement):  
Student performance was satisfactory and met the criteria for 2010 – 2011.  
Student performance was satisfactory and met the criteria for 2011 – 2012.
  
  - Improvement
    - List any Improvements Made in the **2011-2012** (Last Academic) Year:  
None at this time.
    - Evaluate Why Improvements Were Successful/Were Not Successful:  
Students were successful because faculty monitored student progress and was available for tutoring and advising while the students were enrolled in the MDS curriculum.
    - What Budget Implications Were Involved with this Improvement? (Please Provide Cost Estimate/Details):  
There were no budget implications involved.
  
  - Recommendations/Actions for **2012-2013**
    - Person Responsible (Who will complete the action?): Program director, faculty, and student.
    - Action Plan: None at this time.
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): None
    - What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details): None
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