

AMARILLO COLLEGE

Division of: Allied Health
Department of: Medical Data Specialist

Person Responsible: Bill Crawford, Chairman
Person Responsible: Judy Massie, Prog. Director

Planning and Evaluation Tracking 2003-2004

Purpose Statement: (give a brief "statement of purpose" for the program): To provide a curriculum and practicum that will enable each graduate to perform those functions necessary for an entry level Medical Data Specialist.

Goal Statements	Assessment Tools/Standards	Results	Use of Results/Revisions
1. To provide the students with the knowledge necessary for completion of all academic courses in the Medical Data Specialist curriculum.	1. Tool: Comprehensive Exit Exam. Standard: 85% of the students will be able to pass the exit exam administered during the final Summer semester with a score of 70% or better.	1. 7 of 9, or 78% of the students passed. Of these, 1 student failed to with-draw from the course. Dis-counting the 1 student, 88% of the course com-pleters passed the exam.	Greater emphasis will be placed on encouraging students to study ALL material covered on the exam. Students will be given the opportunity to make arrangements with the program director to discuss any deficiencies that could aid in successfully passing the exam. A study session will offered to all students as a study aid. Stu-dents who do not intend to finish this course will be encouraged to withdraw.
2. Assist students with development of the skills necessary for performing specific administrative duties in various medical settings.	1. Tool: Practicum evaluation of the student's performance at the end of the program. Standard: 100% of the students will demonstrate proficiency in the performance of the basic entry level skills necessary for a Medical Data Specialist, with an over all score of 70% or better.	1. 8 of 9, or 89% of the students achieved an over all score of 70% or better. Of these, 1 student failed to with-draw from the cours	Students who do not intend to finish this course will be encouraged to withdraw.
3. Demonstrate professionalism while performing all duties required of the Medical Data Specialist	1. Tool: Practicum evaluation of the student's performance at the end of the program. Standard: 100% of the students will demonstrate proficiency in the performance of the basic entry level skills necessary for a Medical Data Specialist, with an over all score of 70% or better.	1. 8 of 9, or 89% of the students achieved an over all score of 70% or better. Of these, 1 student failed to with-draw from the course.	Students who do not intend to finish this course will be encouraged to withdraw.