

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 2006-2007

Purpose Statement: 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 duties for the Amarillo and surrounding community medical professionals, therefore, enhancing the life of the graduate.

Goal Statements	Assessment Tools/Standards	Results	Use of Results/Revisions
1. To provide the students with the knowledge necessary for completion of a comprehensive exit exam of the Medical Data Specialist.	1. Tool: Comprehensive Exit Exam. The students will demonstrate expertise by 80%, the knowledge necessary to pass the capstone exit exam administered during the Summer semester.	1. Pass rate for 2006-07 was 100%.	1. Revisions are planned for greater emphasis to be placed on encouraging students to attend a comprehensive review.
2. To guide the students toward the skills necessary for performing specific administrative duties in various medical settings.	2. Tool: Practicum evaluation of the student's performance at the end of the program. The students will demonstrate proficiency at the 75% level in the performance of the basic entry-level skills necessary for a Medical Data Specialist.	2. Pass rate for 2006-07 was 100%.	2. Conferences with practicum site supervisors will be enhanced by additional communication.
3. Students will be guided to demonstrate overall professionalism while performing all duties required of the Medical Data Specialist.	3. Tool: Practicum evaluation of the student's performance at the end of the program. The students will demonstrate proficiency at a 75% level in the performance of the basic entry level skills necessary for a Medical Data Specialist.	3. Pass rate for 2006-07 was 100%.	3. Enhancements to the evaluation competency profile used by the practicum site supervisor will provide for a more thorough assessment of student skills.