

Work/Life Experience Portfolio

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Last updated: 3/4/2025

Health Services Applications, HSM-132, 3 CR

Work and Life Experience Portfolio Evaluation allows students to request course credit for knowledge and skills acquired through employment, cooperative (co-op) education and/or training. Things to consider:

- Milwaukee Area Technical College will not award credit based solely on years of employment.
- Experiences must be verifiable and demonstrate achievement of course competencies.
- A [portfolio](#) must be submitted for each course you are requesting credit.
- In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge.

Steps for Students to Begin:

1. Select a [course \(see below\)](#) that matches your prior knowledge and skills
 2. Email cple@matc.edu to initiate the process with:
 - a. Name
 - b. Student ID#
 - c. Course information (e.g., ENG-201)
 3. A CPLE Specialist will notify the student when the fee is posted
 4. Pay the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
 - a. In person at any MATC cashier's office
 - b. Online via [Self-Service](#)
 5. Submit the completed portfolio and any other documents required to cple@matc.edu
 6. CPLE Specialist reviews and submits the portfolio to lead faculty for evaluation
 7. After evaluation, the lead faculty will complete and submit the CPLE Request Form to cple@matc.edu, regardless of the outcome
 8. Next Steps:
 - If the evaluation is approved, credit(s) will be awarded, and the student's program plan will be updated
 - If the evaluation is not approved, students should consult their [Pathway Advisor](#) for further guidance
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Course Information

1. **Course title, number & credit value:**
 - a. Health Services Applications, HSM-132, 3 CR
2. **Course description:**
 - a. In this course, learners will utilize Electronic Health Records (EHR) simulation and case study-based practical learning to apply Health Services Coordination theoretical concepts, skills, and functions within diverse healthcare environments.
3. **Portfolio requirements that demonstrate competencies. *Note for Resumes: Lead faculty must verify the student's work history via a letterhead mail or phone interview.**
 - a. Portfolio and/or supporting artifacts. Resume, confirmed recent employment (on organization letterhead)
4. **Course Competencies that must be demonstrated:**
 - a. 1. Identify components of the lab
 - b. Assessment Strategies
 - c. 1.1. Case Study
 - d. 1.2. Simulation

- e. 1.3. Scenario Response
- f. Criteria
- g. Your performance will be successful when:
- h. 1.1. You differentiate lab order priorities with an accuracy of 80% or higher
- i. 1.2. You categorize biospecimen types
- j. 1.3. You name departments within the lab
- k. 1.4. You match lab tests with their designated areas with an accuracy of 80% or higher
- l. 1.5. You describe the specimen collection process
- m. 1.6. You utilize an EHR simulation for lab procedures
- n. Learning Objectives
- o. 1.a. Identify common lab tests
- p. 1.b. Describe blood transfusion procedures
- q. 1.c. Read lab reports within an EHR simulation
- r. 1.d. Enter lab orders within an EHR simulation
- s. 1.e. Define the following terms: level, panel, range, & critical value
- t. 1.f. Identify lab order testing priorities
- u. 1.g. Differentiate irretrievable & retrievable specimens
- v. 1.h. Identify patient care area lab collection procedures
- w. 2. Differentiate components of Imaging Services
- x. Assessment Strategies
- y. 2.1. Case Study
- z. 2.2. Scenario Response
- aa. 2.3. Simulation
- bb. Criteria
- cc. Your performance will be successful when:
- dd. 2.1. You categorize imaging orders with an accuracy of 80% or higher
- ee. 2.2. You name departments within Radiology
- ff. 2.3. You affiliate imaging tests with their designated areas with an accuracy of 80% or higher
- gg. 2.4. You use EHR simulation for imaging procedures
- hh. Learning Objectives
- ii. 2.a. Name common imaging tests
- jj. 2.b. Identify Radiology report types within an EHR simulation
- kk. 2.c. Transcribe Radiology orders within an EHR simulation
- ll. 2.d. Identify test preps for select imaging exams
- mm. 2.e. Categorize Radiology test priorities
- nn. 3. Describe Diagnostic Testing & Procedures
- oo. Linked Career Essentials
- pp. Effective Problem Solving - Assess
- qq. Assessment Strategies
- rr. 3.1. Case Study
- ss. 3.2. Written Objective Test
- tt. 3.3. Scenario Response
- uu. 3.4. Simulation
- vv. Criteria
- ww. Your performance will be successful when:
- xx. Course Outcome Summary - Page 3 of 4
- yy. Monday, February 10, 2025 2:56 AM
- zz. 3.1. You identify Cardiac testing orders with an accuracy of 80% or higher
- aaa. 3.2. You describe Cardiac Interventions
- bbb. 3.3. You identify Neurodiagnostic orders with an accuracy of 80% or higher
- ccc. 3.4. You describe Gastrointestinal interventions

- ddd. 3.5. You explain the consent documentation process
- eee. Learning Objectives
- fff. 3.a. Confirm test completion in an EHR simulation
- ggg. 3.b. Prepare an informed consent for invasive procedures
- hhh. 3.c. Enter diagnostic testing orders into an EHR simulation
- iii. 3.d. Describe pre-procedure testing
- jjj. 3.e. Differentiate diagnostic testing areas
- kkk.4. Identify EHR Simulation Activities
- III. Linked Career Essentials
- mmm. Technological Competency - Assess
- nnn. Assessment Strategies
- ooo. 4.1. Case Study
- ppp. 4.2. Scenario Response
- qqq. 4.3. Written Objective Test
- rrr. Criteria
- sss. Your performance will be successful when:
- ttt. 4.1. You identify components of a simulated patient electronic health record with an accuracy of 85% or higher
- uuu. higher
- vvv.4.2. You conduct detailed chart audits with an accuracy of 80% or higher
- www. 4.3. You enter patient data into an EHR simulation
- xxx.4.4. You transcribe multi-step physician orders in an EHR simulation with an accuracy of 80% or higher
- yyy.4.5. You assess customer service scenarios
- zzz. Learning Objectives
- aaaa. 4.a. Define medical terms for diagnostic testing, patient care, and medication orders
- bbbb. 4.b. Identify patient data in an EHR simulation
- cccc. 4.c. Describe diagnostic testing results
- dddd. 4.d. Identify information within reports, history & physical, consults, and progress notes
- eeee. 4.e. Describe abnormal test results
- fff. 4.f. Complete multi-stage medical orders
- gggg. 4.g. Apply customer service principles to diverse case scenarios
- hhhh. 4.h. Prepare electronic documents including: Release of Information and Informed Consents
- iiii. 5. Coordinate department-specific activities
- jjjj. Linked Career Essentials
- kkkk. Professionalism - Assess
- IIII. Assessment Strategies
- mmmm. 5.1. Written Objective Test
- nnnn. 5.2. Written Product
- oooo. 5.3. Scenario Response
- pppp. Criteria
- qqqq. Your performance will be successful when:
- rrrr. 5.1. You identify department-specific activities by classification and category with an accuracy of 80% or higher
- ssss. higher
- tttt. 5.2. You prioritize department-specific activities
- uuuu. 5.3. You explain how department-specific activities are processed with an accuracy of 80% or higher
- vvvv. Learning Objectives
- www. 5.a. Explain how physician consults are facilitated

xxxx. 5.b. Prepare patient materials for a pending sub-acute, long term care, or other facility transfer

yyyy. 5.c. Facilitate the completion of various patient-specific forms including: Informed Consent, Medicare Rights

zzzz. Course Outcome Summary - Page 4 of 4

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bbbbb. and Responsibilities, Authorization to Treat (Blanket Consent), Release of Information (Authorization to

ccccc. Release Records), and/or Facesheet

ddddd. 5.d. Order equipment and supplies from various areas including: Central Service, Materials Handling,

eeee. Laundry, Storeroom, and Dietary & Nutrition Services

ffff. 5.e. Coordinate department operations

ggggg. 6. Identify Medical Emergencies & Infection Control procedures

hhhhh. Assessment Strategies

iiii. 6.1. Case Study

jjjj. 6.2. Written Objective Test

kkkkk. 6.3. Scenario Response

llll. Criteria

mmmmm. Your performance will be successful when:

nnnnn. 6.1. You differentiate types of medical emergencies with an accuracy of 80% or higher

oooo. 6.2. You describe code and precaution order transcription procedures

ppppp. 6.3. You identify types of infection control precautions with an accuracy of 80% or higher

qqqqq. Learning Objectives

rrrrr. 6.a. Enter code and precautions status into an EHR simulation

sssss. 6.b. Identify medical emergency procedures

tttt. 6.c. Define code and precautions status in an EHR simulation

uuuuu. 6.d. Order personal protective equipment and related supplies from Central Service

vvvvv. 6.e. Identify neutropenic patient populations

wwwww. 6.f. Describe standard precautions care practices

xxxxx.