|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participant |  | Job Title |  | | | |
| Worksite |  | Evaluation Period: | From |  | To |  |

Objectives:

* Electronically record data for collection, storage, analysis, retrieval, and reporting
* Organize and maintain data for clinical databases and registries
* Use classification software to assign clinical codes for reimbursement and data analysis
* Implement use of EHR as applies to patient registration, billing, reimbursement, clinical/procedure coding, and insurance follow up

Work Experiences:

Processes patient data using electronic health records

Applies health insurance codes to patient records

Verifies insurance coverage

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AREA** | **FACTORS OF EVALUATION** | **NEED TO IMPROVE** | **FAIR** | **AVERAGE** | **ABOVE AVERAGE** | **COMMENTS** |
| **ATTENDANCE** | On the job daily, rarely absent, notifies when absence is unavoidable |  |  |  |  |  |
| **PUNCTUALITY** | Always on time, plans time well, promptly returns from lunch and breaks |  |  |  |  |  |
| **JUDGEMENT** | Actions generally based on sound reasoning |  |  |  |  |  |
| **WORK ASSIGNMENTS** | Grasps instructions readily, limited supervision required |  |  |  |  |  |
| **QUALITY** | Job performance meets quality standards |  |  |  |  |  |
| **QUANTITIY** | The ability and/or willingness to complete a project |  |  |  |  |  |
| **INTEREST** | Shows motivation and enthusiasm toward work and readily accepts work assignments |  |  |  |  |  |
| **EQUIPMENT/TOOLS OPERATIONS** | Safe, careful maintenance of equipment and tools needed to perform job |  |  |  |  |  |
| **APPEARANCE** | Dress appropriately for job, maintains personal hygiene |  |  |  |  |  |
| **TACT/COURTESY** | Polite, respectful and considerate to others. Works well with co-workers |  |  |  |  |  |