*Insert Logo here*

HIRE

INTERN EVALUATION

Medical Assistant

For month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goals of Internship:

* Demonstrate competency in performance of skills, as related to training
* Gain exposure to organizational structure
* Develop effective communication techniques
* Demonstrate work ethic and reliability

Please evaluate **personal qualities** of the intern as observed during the internship. Select **one** evaluation level for each area by marking an “X” under the level that represents the intern’s performance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** |
| Ability to adapt to a variety of tasks |  |  |  |
| Decision making; judgment; setting priorities |  |  |  |
| Persistence in completing tasks |  |  |  |
| Reliability and dependability |  |  |  |
| Enthusiasm for the experience |  |  |  |
| Attention to accuracy and detail |  |  |  |
| Willingness to ask for and use guidance |  |  |  |
| Ability to cope in stressful situations |  |  |  |
| Positive interactions with internal and external customers |  |  |  |

**Demonstrates abilities related to Medical Assistant. Select one evaluation level for each.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Answers phone with polite, courteous manner |  |  |  |  |
| Able to record accurate phone messages and return calls in timely manner |  |  |  |  |
| Provide and demonstrate appropriate clerical functions: Filing, schedule appointments/procedures, organize medical record |  |  |  |  |
| Accurate billing function practices: computerized billing, post adjustments, prepare bank deposit, use physicians’ fee schedule |  |  |  |  |
| Satisfactorily inquire about and explain patients’ financial responsibility, handle payment method, provide above average customer service |  |  |  |  |
| Utilize proper insurance and coding resources: ICD, CPT, EOB’s, resolve rejected claims |  |  |  |  |
| Set up and preparation for visit or procedure |  |  |  |  |
| Demonstrate techniques for communication with participants, families, and staff |  |  |  |  |
| Follow agency/facility policies and procedures for reporting and documentation |  |  |  |  |
| Practice clean technique and standard precautions |  |  |  |  |
| Measure and record vital signs, body weight, and medical history |  |  |  |  |
| Other duties performed, not listed above: |  |  |  |  |

Additional comments:

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| HIRE Employment Specialist  Moore Norman Technology Center  Fax: 405-217-8265  E-Mail: Laura.Thompson@mntc.edu |  |

Send completed evaluations to: