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| **MCH Performance Appraisal Form** |
| **Employee Last Name****Doe** | **Employee First Name****Jane** |
| **Department**Medical Records Department | **Job Title:** Medical Records Assistant |
| **Manager’s name:**  |
| **Hire Date:**Dec. 9, 2009 | **Job Description:**This position entails the following duties:\* updating and filing medical records \*completing insurance forms \* receiving and distributing mail\*scheduling appointments\*submitting billing invoices to patients\*delivering correct charts throughout the facility\*entering the medical records information accurately into the system\*assembling patient chartsThis position is not restricted to administrative duties, and may include other duties as assigned including: performing laboratory tests, recording vital signs, assisting in treatment procedures, and helping in administering medications.  |
| **Manager’s Comments** |
| **Employee Comments** |
| **Date of Discussion:**  |