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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 charts  This 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:** | |