

# MEDICAL STAFF EVALUATION FORM TEMPLATE



Staff Relations	Strongly Agree	Agree	Disagree	Strongly Disagree
1. It is easy to communicate with the other office staff in the practice.	<input checked="" type="checkbox"/>			
2. I have the opportunities to interact with doctor(s).		<input checked="" type="checkbox"/>		
3. It is important to hold regular staff meetings.		<input checked="" type="checkbox"/>		
4. The doctor(s) is/are appreciative of my work.		<input checked="" type="checkbox"/>		
5. My duties are clearly defined.	<input checked="" type="checkbox"/>			
6. I have opportunities to get training to do my work.	<input checked="" type="checkbox"/>			
7. I enjoy the work that i do.	<input checked="" type="checkbox"/>			
8. My fellow staff members work as a team to foster a good work environment.				<input checked="" type="checkbox"/>
9. I am well paid for my work.			<input checked="" type="checkbox"/>	
10. The benefits and pay I receive are adequate.			<input checked="" type="checkbox"/>	

Patient Relations	Always	Usually	Sometimes	Not Often
1. We greet patients by name as soon as they enter our office.	<input checked="" type="checkbox"/>			
2. We send practice information to new patients when they schedule appointments.		<input checked="" type="checkbox"/>		
3. We answer patient questions thoroughly and courteously.		<input checked="" type="checkbox"/>		
4. We treat each patient as if he/she were a guest in our homes.		<input checked="" type="checkbox"/>		
5. The staff and the doctors have a friendly and caring attitude toward patients.	<input checked="" type="checkbox"/>			
6. Patients generally are satisfied with this practice.	<input checked="" type="checkbox"/>			
7. The staff is liked by the patients.	<input checked="" type="checkbox"/>			
8. When patients phone the office, we respond in the following manner:				
9. Once patients arrive in our office, they are greeted in the following manner:				
10. When patients arrive in our office, they are required to take the following steps:				
11. The following techniques are used in the practice to build patient relations:				

Fees and Payment Procedures	Strongly Agree	Agree	Disagree	Strongly Disagree
1. We make it easy for patients to pay their bills ( use of credit cards, notification of copay amount given before visit, etc.)	<input checked="" type="checkbox"/>			
2. We provide adequate privacy for patients to discuss financial matters.		<input checked="" type="checkbox"/>		
3. We have very few patient complaints about billing errors or problems.		<input checked="" type="checkbox"/>		