

- Physician Appraisal Form

Name: _____

Title: _____

Appraiser: _____

Title: _____

Appraisal Period: _____

Date of Appraisal: _____

Item	Relative Weight	Performance Level Achieved (PLA)	PLA x Relative Weight	Merit Review
Patient Care:				
1	25%			a) Maintains positive interactions with patients and patients' families as evidenced by eye contact, active listening, empathy and body language, and by reports of patient satisfaction as measured by surveys, letters of thanks or complaints. b) Respects privacy concerns. c) Deals with problem areas and handles conflict in a positive manner.
	10%			d) Starts on time, meets work schedule. e) Attend to patient's needs in a timely manner, return phone calls the same day, return pages within fifteen minutes. For hospital admissions; admitting patient within one hour if unstable. f) Make sure that pager is turned on and functioning.
Medical competence:				
2	15%			a) CME – expected minimum of 25 hours per year. > 50 – 4 36 – 50 – 3 25 – 35 – 2 16 – 24 – 1 <16 – 0
	10%			b) CQI – participates in prevention guidelines. c) Quality care as evaluated by cross coverage (peers) and chart review. d) Participates in clinic guidelines for medical decision making.
Office/Business:				
3	10%			a) Coding accurate, complete and timely. b) Record keeping – dictate office visits and call coverage phone calls; dictation should reflect meaningful attention to detail with notes supporting level of coding.
	10%			c) Respect and work with the front desk, billing, switchboard and nursing. d) Identify and offer suggestions for improvement. e) Deals with problem areas and handle conflict in a positive manner.
Partner relations:				
4	10%			a) Treat partners with respect b) Handle disagreements or conflicts in private c) Flexibility in working with partners in daily schedules and call coverage. d) Attend at least 83% (10 out of 12) monthly meetings. e) Professionalism in habits; keep personal problems at home, attention to appearance, adherence to safety guidelines. f) Participates in annual planning session.
Hospital relationships:				
5	10%			a) Maintain a positive hospital/clinic image by good relationships with consultants and ER physicians. b) Attend 50% of the hospital department meetings. c) Attend hospital general staff meetings. d) Fulfill committee assignments.
Measurement Criteria: Supervisor observation with examples.				