

**NAME OF ORGANIZATION**  
**EMPLOYEE EVALUATION OF PHYSICIAN PERFORMANCE**

**PHYSICIAN:** \_\_\_\_\_  
(Please print.)

**FREQUENCY REVIEWER INTERACTS WITH PHYSICIAN**  
(Filling this item out is optional.)

**Daily** \_\_\_\_\_ **Occasionally** \_\_\_\_\_ **Rarely** \_\_\_\_\_

**Quality of Service/Patient/Relationships**

| Action  | Consistently | Usually | Needs to Improve | Unable to Rate/Not Observed |
|---|--------------|---------|------------------|-----------------------------|
| Physician listens and takes a careful history. Evidenced by chart documentation.  |              |         |                  |                             |
| Physician greets patients with a caring demeanor  |              |         |                  |                             |
| Patient given treatment plan with clear instructions and told what to do if treatments don't work.  |              |         |                  |                             |
| Patients calling for urgent sick visits are seen that day.  |              |         |                  |                             |
| Patients with pressing physical examination needs (eg, sports physicals, child care physicals) Are accommodated to meet reasonable needs. |              |         |                  |                             |
| Patients for nonurgent visits seen within 3 months.   |              |         |                  |                             |
| Phone calls are returned in a timely manner. Urgent phone calls are returned the  |              |         |                  |                             |

|   |  |  |  |  |
|---|--|--|--|--|
| same day.   |  |  |  |  |
| Notes in the chart are legible.                             |  |  |  |  |
| Notes are in the chart within 24 hours of the office visit. |  |  |  |  |

**Productivity and Practice Management**

| <b>Action</b>  | <b>Consistently</b> | <b>Usually</b> | <b>Needs to Improve</b> | <b>Unable to Rate/Not Observed</b> |
|--|---------------------|----------------|-------------------------|------------------------------------|
| Physician starts clinic at scheduled time.                                 |                     |                |                         |                                    |
| Physician is willing to accept overflow patients as circumstances require. |                     |                |                         |                                    |
| Physician cooperates in seeing urgent patients in a timely manner.         |                     |                |                         |                                    |

**PEER/COWORKER/TEAM RELATIONS**

| <b>Action</b>   | <b>Consistently</b> | <b>Usually</b> | <b>Needs to Improve</b> | <b>Unable to Rate/Not Observed</b> |
|---|---------------------|----------------|-------------------------|------------------------------------|
| Physician resolves conflicts in private setting   |                     |                |                         |                                    |
| Physician seeks, accepts, and respects input from nonphysician coworkers.                     |                     |                |                         |                                    |
| Physician makes constructive contributions in group meetings.                                 |                     |                |                         |                                    |
| Physician arranges appropriate follow-up for all patients. Keeps on-call colleagues informed. |                     |                |                         |                                    |
| Physician attends and contributes to practice site meetings.                                  |                     |                |                         |                                    |

|   |  |  |  |  |
|---|--|--|--|--|
| Physician assists in performance evaluations of nonphysician employees. |  |  |  |  |
|---|--|--|--|--|

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