

MEDICAL ASSISTANT SHAREPORT CARD

Medical assistant _____

Activity	All of the time	Most of the time	50% of the time	Some of the time	Never	NA/Don't know	Comments
PROFESSIONALISM							
Arrives at or before appointed time							
Consults with coworkers and gets oriented							
Is courteous with patients							
Huddles with physician							
Communicates with physician and coworkers about breaks, lunch, and leaving for the day							
Has legible handwriting							
Rooms patients effectively							
Triage patients efficiently							
Completes appropriate tests (UAs, peak flow)							
Ensures appropriate supplies and equipment are in the room when needed (eye tray, suture removal kit)							
Keeps exam rooms clean and well-stocked							
Accurately records vital signs							
Repeats high BPs							
Ensures the patient's medical record is ready to be accessed on the EHR							
Enters patient's preferred pharmacy into the record							
Correctly identifies and notes immunization status							
Gives medication list to patient to review							
COMMUNICATION							
Notifies physician in a timely manner that patient is ready							
Alerts physician to abnormal vitals urgently							
Alerts physician to incomplete charts before the chart is broken down							
PATIENT CARE							
Is available when assistance is needed during visits (chaperoning, etc.)							
Makes study/referral appointments and informs patient							
Correctly processes specimens collected in clinic and sends them to lab							
Is able to perform MA-level procedures (shots, peak flows, splint application)							
Other							

Physician signature _____

Physician name (print) _____ Date completed _____



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