

IMPERIAL VALLEY COLLEGE  
 AHP 074-Medical Assistant Administrative Externship  
 Final Check-off and Skill Evaluation Sheet

Student Name \_\_\_\_\_

Date of Externship: Start \_\_\_\_\_ End \_\_\_\_\_

Externship Address of Clinic or Doctor \_\_\_\_\_

Mentor/Evaluator \_\_\_\_\_

<b>SKILL</b>	<b>GOOD</b>	<b>AVERAGE</b>	<b>POOR</b>
Attendance/punctuality	_____	_____	_____
Personal appearance	_____	_____	_____
Applies effort	_____	_____	_____
Is self-motivated	_____	_____	_____
Is courteous	_____	_____	_____
Has positive attitude	_____	_____	_____
Completes assignments on time	_____	_____	_____
Attitude towards Cultural, Ethnic, or others beliefs	_____	_____	_____
Attitude towards patient's illness	_____	_____	_____
Listens well	_____	_____	_____
Uses proper telephone technique	_____	_____	_____

<b>SKILL</b>	<b>GOOD</b>	<b>AVERAGE</b>	<b>POOR</b>
Treats Patient and co-workers with empathy, impartiality and respect	_____	_____	_____
Understands informed consent	_____	_____	_____
Understand prevention of becoming infected by an infectious disease	_____	_____	_____
Understands the need for confidentiality of patient's record	_____	_____	_____
Recognizes emergency situations	_____	_____	_____
Has the ability to triage in person/telephone	_____	_____	_____
Identifies tasks in opening and closing facility	_____	_____	_____
Recognizes the importance of medical receptionist	_____	_____	_____
Can use the office computer Software effectively	_____	_____	_____

Also see attached competency assessment check-offs to be completed extern completes each task that applies.