

IRMED Annual Performance Docs

Manager Evaluation - Acknowledge

Alfonso Figueroa

Job Title: ADMITTING WORKER PRN

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Manager: William Rall

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| Employee Data | | |
|---------------|----------|------------------------|
| Empl ID : | 10320615 | |
| Department : | 427266 | Clinic - Surgery Ortho |

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Section 1 - Mission Statement

Mission 1: Mission, Vision and Values

Description :

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Mission (our purpose): Discover. Teach. Heal.

Vision (our aspiration): To be among the best (top 20) academic health centers in the nation in research, medical education, and excellence in patient care.

Values (behaviors we live by and reward): ARI²SE

Accountability - We are each responsible for the achievements and successes of UC Irvine Health.

Respect - We foster an environment of mutual respect and trust amongst ourselves and with all whom we serve.

Integrity - We tell the truth and strive to earn the trust of those around us.

Innovation - We seek ideas and approaches that can change the way the world discovers, teaches and heals.

Service - As departments, units and individuals, we collaborate to effectively and compassionately serve our patients, each other and our community.

Excellence - We are committed to achieving the highest level of excellence in patient care, discovery and education.

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Section 2 - Core Organizational Functions

ACCOUNTABILITY

Description :

Responsible for the achievements and success of UC Irvine Health. Follows through and meets commitments; accountable for own actions and supportive of colleagues; presents self in appearance and actions in a manner that conveys professionalism and pride in area of responsibility; projects a positive presence and ensures that work related or personal frustrations are kept separate from patient care and professional activities; takes responsibility for problems and solutions; follows existing policies and procedures.

Manager Rating: Competent

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RESPECT

Description :

Foster an environment of mutual respect and trust among ourselves and with all whom we serve. Is always compassionate and empathetic for both patients and team members; makes eye contact, smiles and or greets every individual using the individual's name, if known; treats all guests and co-workers with the utmost respect, dignity, courtesy and respects their confidentiality; arrives to meetings on time; keeps personal conversations with other employees offstage, out of earshot of patients and visitors.

Manager Rating: Exceeds Expectations

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INTEGRITY

Description :

Tells the truth and strives to earn the trust of those around us. Takes pride in their work, being honest and accountable in their words and actions; meets or exceeds department defined service expectations; makes the right decision in the best interest of UC Irvine Health.

Manager Rating: Competent

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INNOVATION

Description :

Seeks ideas and approaches that can change the way the world discovers, teaches and heals. Approaches work creatively and continuously looks for new and flexible ways to solve problems; encourages and implements ideas to improve safety, customer service and operational performance; works to create efficient and effective systems so that time is not spent repeating and fixing problems; initiates and supports change.

Manager Rating: Meritorious

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SERVICE

Description :

Collaborates to effectively and compassionately serve our patients, each other and the community. Anticipates customer's needs; maintains a calm, quiet, healing environment; accepts assignments graciously and carries out duties with pride; recognizes that every individual has an area of expertise and his/her contribution is valuable; keeps patients, families, customers and team members informed about time, thanks the person for waiting, and apologizes for delays.

Manager Rating: Exceeds Expectations

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EXCELLENCE

Description :

Committed to achieving the highest level of excellence in patient care, discovery and education. Demonstrates pride; practices humility; embraces greatness; encourages and praises others for work well done; learns to grow developing self and others personally and professionally; is accurate and strives for excellence; creates a positive and productive work climate.

Manager Rating: Exceeds Expectations

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Core Organizational Functions Summary

Manager Rating: Exceeds Expectations

Manager Comments:

Alfonso is very innovative and always seeks ways to make things better. He has great ideas and does a good job of providing great service to the patient.

Section 3 - Essential Functions

Effectively communicates with patients & physicians to assure

Description :

Effectively communicates with patients & physicians to assure continuity of care

- Critical: No

Manager Rating: Exceeds Expectations

Manager Comments: Docs trust Alfonso to get the job done. He does an excellent job ensuring follow-up.

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Accurately collects and inputs patient information into comp

Description :

Accurately collects and inputs patient information into computer system

- Critical: No

Manager Rating: Competent

Manager Comments:

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Appropriately determines patient eligibility in relation to

Description :

Appropriately determines patient eligibility in relation to established program, insurance or contract standards. Effectively counsels patients regarding insurance and eligibility

- Critical: No

Manager Rating: Competent

Manager Comments:

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Ensures accurate authorization process by consistently compl

Description :

Ensures accurate authorization process by consistently completing authorizations from CCS, MSI, MediCal, medical groups other than UC Irvine

- Critical: No

Manager Rating: Competent

Manager Comments:

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Effectively uses computer programs to obtain demographic inf

Description :

Effectively uses computer programs to obtain demographic information and register patients, accurately verifies insurance coverage, including Medical Group eligibility

- Critical: No

Manager Rating: Competent

Manager Comments:

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Effectively educates clinical staff, physicians and team mem

Description :

Effectively educates clinical staff, physicians and team members about authorization process as appropriate

- Critical: No

Manager Rating: Competent

Manager Comments:

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Meets established timeframes for entry of data

Description :

Meets established timeframes for entry of data

- Critical: No

Manager Rating: Competent

Manager Comments:

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Essential Functions Summary

Manager Rating: Competent

Manager Comments:

Alfonso is a great worker and I'm thankful for the job that he provides to our patients and our staff.

[Section 4 - Developmental Goals](#)

[Section 5 - Overall Summary](#)

Manager Rating: Exceeds Expectations

Manager Comments:

See above.

Section 6 - Employee Comments

Employee Comments:

Section 7 - eSignature Section

Attachments

No Attachments have been added to this document

Audit History

Last Modified By : William Rall

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