

Progress Evaluation - Exam Tech (TECA)

Evaluation Area	Description	Score (1-5)
1. New Patient Management	Handling new patient care calls, messages, and onboarding procedures effectively	
2. Clinical Excellence	Performing exams and x-rays with precision and accuracy for new and existing patients	
3. Documentation	Filing and uploading patient scans and information according to office procedures	
4. Preparation	Preparing clinical files, forms, and exam rooms for daily operations	
5. ROF Support	Gathering and preparing DC recommendation and x-ray packets for patient ROF and re-exams	
6. Equipment Management	Maintaining cleanliness and functionality of exam rooms and X-Ray equipment	
7. File Organization	Managing and organizing patient files efficiently	
8. Data Tracking	Accurately maintaining the Patient Tracker Spreadsheet	
9. Specialized Treatments	Performing decompression and laser therapy when required	
10. Patient Education	Educating patients and helping them feel heard and understood during procedures	
Total Score:	/50	

Comments and Development Plan:

Evaluator: _____ Date: _____

Employee: _____ Date: _____