# Technology Skills Assessment

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| Employee Name: |  | | | |
| Identification Number: | |  | Assessment Date: |  |
| Job Title: |  | | | |

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| **Skill Tested** | **Result** | **Comments** |
| Do they turn the computer on and off properly? | Yes |  |
| Can they operate the copy machine? | Yes |  |
| Are they able to route phone calls to different extensions? | Yes | This employee has a better understanding of the phone system than anyone else in the office. |
| Can the employee create faxes that are clean and easy to read? | Yes |  |
| When handling patients, is all of the information promptly entered into the computer? | Yes |  |
| Are the signs recognized when the computer or another piece of office equipment isn't working properly and therefore need maintenance? | Yes |  |
| When using the patient record keeping programs, is the correct medical terminology used? | Yes |  |
| Can they use all of the computer programs installed on the computer without any struggles? | No | The problems this employee has had with the computer programs stem from the fact that we've recently updated the system. Everyone in the office has been struggling to adapt. Considering the short period of time this employee has had to learn the program prior to the assessment, I feel that the employee is doing quite well. |
| Do they know how to troubleshoot the equipment that is used on a daily basis? | Yes |  |
| Do they adapt to new technology? | Yes | Usually the employee only has to be shown how to do something once or twice before they are able to handle the equipment or software unassisted. |
| Are safety protocols followed when using the office equipment? | Yes |  |