

Medical Match

February 2004
303-980-1000

Colorado Medical Employee Excellence Awards: \$ and Recognition

WHO: Any Colorado medical office is invited to submit an administrative or clinical nominee who “serves and supports their patients, co-workers, and businesses, demonstrating best practices in their profession.”

WHY: To honor excellent employees and recognize the winners and their employers in the Denver Post. Cash awards will be \$100 for the top two winners, \$50 for the three runners up. Every nominee will receive a Colorado Medical Employee Excellence Certificate.

WHEN: Fax your nomination to Medical Match (303-980-4478) by **Feb. 20, 2004**.

QUALIFICATIONS: On business letterhead, describe an employee who excels daily in the following areas, giving examples or quotes. Please include the office manager and nominee contact information.

- 1) **Customer Focus** – represents the office professionally. Dependable, positively addresses and resolves patient needs and concerns. Goes “above and beyond” the basic job description.
- 2) **Medical Office Environment** – contributes to the office efficiency, teamwork and co-worker morale. Organized, improves procedures, supports coworkers and speaks professionally about the team. Handles stress and conflict maturely and calmly. Resolves conflicts before they escalate.
- 3) **Professional and Technical Knowledge and Skills** – has achieved satisfactory levels of knowledge and skills, acquires and applies additional learning. Works accurately and in a timely manner. Understands and can explain any technical information in his/her area of knowledge.

A Medical Match representative will call to verify eligibility and information accuracy. A panel of non-medical business professionals will conduct the judging. The office manager and winner will be notified during the last week of February to schedule presentations and to inform the press. We look forward to recognizing some of the industry’s high performing professionals. Any questions, please call Joan Hohn 303-980-1000.