Candidate Evaluation Form

Candidate Name		Interviewer	
Position Title	*Patient Access Representative*	Interview Date	
Desired Salary		Interview Start Time	
Available Start Date		Interview End Time	

Rating Scale Responses	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding Total Score: _____	☐ Hire ☐ Needs additional interview ☐ Possible fit for different position ☐ Do not hire but keep on file ☐ Do not hire Comments:

Questions	Rating	Notes
What strengths or experience do you bring to this role that set you apart?		
Can you describe a typical shift that you might expect to work?		
How do you ensure HIPAA compliance as a patient access representative?		

Can you walk me through your process for verifying that your data entries are complete and correct?		
How does teamwork help you to provide the patients with a better experience?		
If multiple patients arrived at the same time, how would you prioritize within that high volume situation?		
How would you approach a patient who was hesitant or unwilling to provide necessary registration or billing details?		
Additional Questions:		