



## NOMINATION FOR S.T.A.R. OF THE MONTH (Striving Together Achieving Results)

1. Any Point of Service Coordinator, Patient Representative, Registration and Appointment Specialist, Inpatient/ER Admission Representative and Chart Technicians may be nominated. This program will run from April to March each year in conjunction with Access Week.
2. Any access staff personnel may initiate the nomination process by contacting the manager of the nominee's department or clinic. Nomination forms will be located in the managers' offices, or call directly at 501-686-5102 for any questions. We will put on the Revenue Integrity Specialist web page at: [www.uams.edu/rist](http://www.uams.edu/rist).
3. The employees Manager must sign and complete the Manager Screening Tool (attached).
4. Any one peer from the nominee's clinical area must submit written supportive statements to the nominees' manager explaining why the nominee is deserving of the award (an e-mail to the manager or completion of the attached form). Specific experiences should be noted.
5. The manager should submit the completed forms to the Review Team within one week of receiving the forms. You may either fax forms to 501-686-7619 or mail directly to slot #618.
6. The review team will meet each month to determine the winner.
7. Winners will be recognized at the RIST monthly In-Service (the month following nomination) and receive a certificate acknowledging their achievement. An article will be placed in the Registration Alert, Capsule, and Update and a star pin.
8. On an annual basis, a poster displaying all previous monthly winners will be developed with one yearly winner to be chosen. The annual winner will receive a plaque, a different colored pin, a luncheon with all monthly winners, special guests and their department manager, recognition in the Capsule, Update and the Registration Alert.



# MANAGER SCREENING TOOL

Nominee/Title \_\_\_\_\_ Dept/Clinic \_\_\_\_\_ Date \_\_\_\_\_

Nominated by \_\_\_\_\_ Number of Nominations to Date \_\_\_\_\_

Descriptor	Always	Often	Never	Comments
Adheres to department attendance standards.				
Adheres to department dress code and maintains a neat appearance.				
Demonstrates reliability and dependability.				
Demonstrates good ambassadorship for UAMS.				
Exhibits the 3 C's: Care, Commitment, and Contribution.				
Exceeds expectations and is willing to go the extra mile.				
Accepts change.				
Identifies problems and quality issues.				
Communicates constructively and informatively.				
Uses constructive feedback to improve performance.				
Applies effective communication skills (verbal and nonverbal) in all interactions with patients, peers, other departments and the public.				
Participates in unit/work group organization, evaluation, and growth.				
Demonstrates willingness to shares knowledge with coworkers.				
Provides nurturing leadership.				
Supports others in the performance of duties.				
Demonstrates ability to assist with orienting new personnel.				
Displays qualities of a team player.				

Has nominee been placed on verbal or written warning within the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, reason?

\_\_\_\_\_

\_\_\_\_\_

Comment Below:

Document one example of outstanding behavior and/or note any special accomplishments.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Manager/Title

\_\_\_\_\_  
Unit/Area

\_\_\_\_\_  
Phone/Beeper



