

# Job Interview and Assessment Questions

GOAL:  
Ask as many of these early on  
Obtain answers in writing



# Disclaimer

The information provided in this presentation is for general informational purposes and does not, and is not intended to, constitute legal advice. Use of, and access to, this presentation does not create an attorney-client relationship. Please contact your attorney to obtain advice with respect to any particular legal matter. No reader, user, or browser of this presentation should act or refrain from acting on the basis of information in this presentation without first seeking legal advice from counsel in the relevant jurisdiction. Only your individual attorney can provide assurances that the information contained herein – and your interpretation of it – is applicable or appropriate to your particular situation. All liability with respect to actions taken or not taken based on the contents of this presentation are hereby expressly disclaimed. The content on this posting is provided "as is;" no representations are made that the content is error-free.

# 1. Practice Locations

- a. Does the practice/hospital have multiple locations?
  - i. If so, will I be seeing patients primarily at a particular location(s)?
  - ii. Are new offices planned in different locations?





## 2. OR and Clinic Time

- a. Will I be given dedicated OR time for *elective* procedures, and how many days per week?
- b. Is there opportunity for 2 rooms staggered?
- c. Will I be given dedicated clinic time, and how many days per week and at which location(s)?
- d. Is there an opportunity for any technology use, such as robotics or navigation?



### 3. Support:

a. Will there be RN and/or PA support available? After a certain amount of time or productivity, would I be eligible for a dedicated physician extender?

a. If based on productivity, how often will the need based on productivity be evaluated?

b. How are physician extenders paid for?

c. Will I have a shared administrative assistant/secretary? For how many physicians does each administrative assistant cover?

#### 4. Call Schedule

- a. What is the anticipated number of calls required?
- b. What is the compensation per day/weekend?
- c. Among how many providers are call responsibilities allocated?
- d. Do more senior physicians stop taking call? If yes, for how many years are required to take call?
- e. How are holiday calls allocated?
- f. Is there separate sub-specialty practice group call?



## 5. Structure and Members

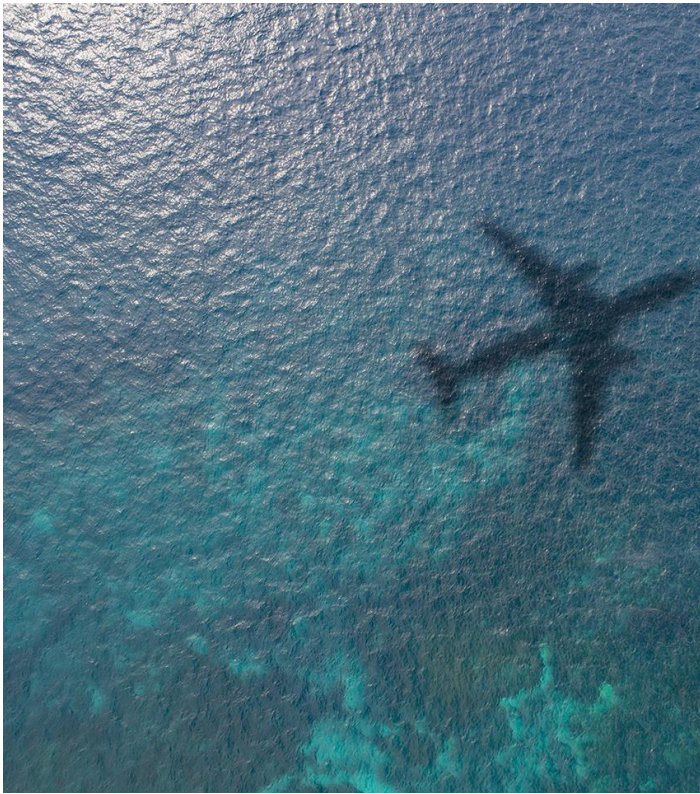
- a. If a partnership or group practice (not hospital)
- b. How many partners/members are there?
- c. How many specialties?
- d. How many years into practice are the other partners (spread widely, or mostly more tenured physicians)?
- e. After how many years am I eligible for partner?
- f. What have been typical distributions?

## 7. Compensation:

- a. If base or guaranteed salary-is there a minimum or threshold of collections or RVUs I must achieve to receive that salary?
- b. Is there a productivity bonus? If so, what's the formula?
  - a. Is this quarterly or annually? Is it pro-rated if termination mid-year?
- c. Is there a signing bonus?
- d. Are moving expenses reimbursed?
- e. Is there a Hospital Recruitment Agreement or other arrangement that impacts your salary and/or other benefits?
- f. Are any other duties that impact productivity factored into compensation? (i.e. sports team coverage, research)







## 8. Benefits

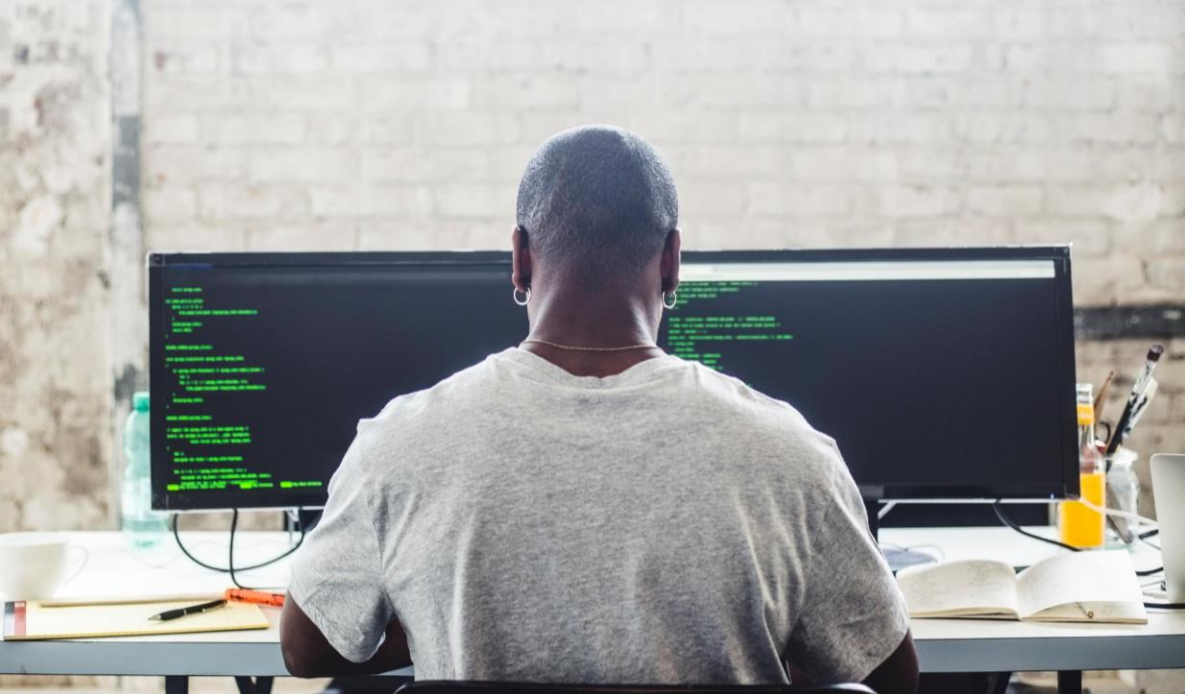
- a. What are the benefits like health insurance, retirement matching, malpractice, disability?
- b. What is the time off /vacation policy?
- c. What is the policy for medical-related or family-related leave (i.e. injury, illness, maternity, paternity) paid?
- d. Do you provide time off for CME in addition to vacation time?
- e. Do you provide occurrence-based malpractice insurance or claims-based? If claims-based, do you cover the cost of tail coverage when someone leaves?
- f. What type of disability policy is provided?

## 9. Ancillaries

- a. Are there opportunities for ancillary revenue?  
(MRI, DME, Therapy, Real estate)

## 10. Ambulatory Surgery Center (ASC)

- a. Does the practice/employer have an affiliated ASC?
- b. If so, will I operate there?
- c. If so, will I have the opportunity for ownership?



## 11. Administrative and Research

- a. Is there opportunity for administrative roles? (i.e. head of a department, committee) If so, anticipated time commitment and is this compensated?
- b. If academic and research is expected, is there protected research time and financial support?

## 12. Consulting and Intellectual Property

- a. Do members of the group do teaching, consulting, designing with industry? What is the policy?
- b. Is there an intellectual property policy?



## 16. Restrictive Covenant

- a. Do you typically impose a non-compete? What are the terms?
- b. Is the restriction solely on locations where I have practiced? (As opposed to every possible location of employer or affiliate)

## 15. Potential Changes

- a. Has the practice been approached by or considering a merger, sale, or partnership with another entity? (i.e. hospital, private equity firm)
- b. Has the practice been approached by a hospital system or other entity to enter into a Physician Services Agreement (PSA) or other arrangement?
- c. Do you see any other potential changes to the structure?





[www.astcontracts.com](http://www.astcontracts.com)

[Emily@astcontracts.com](mailto:Emily@astcontracts.com)



Proprietary Work Product. Not to be copied or distributed.