

## **INTERVIEW QUESTIONS**

### **PRACTICE QUESTIONS:**

Do your homework and take time to find out about the current providers. You may have the same training or interests. It opens the door for a connection with them and makes the interview a little more comfortable.

- Why is the practice looking for a new associate?
- Does the practice need help at its current volume?
- Are you the only physician they are looking to bring on this year?

### **PRACTICE STYLES:**

- Find out what type of techniques they use. Are they similar or different from yours?
- What type of equipment do they use? If it's different, are they willing to have the office technology updated to accommodate your skills?

### **CALL:**

- How is call coverage handled by the group?
- How will that coverage be altered if you join the practice?
- Are you required to cover call for anyone outside the practice?
- Does anyone outside the practice cover your call?
- Who will assign the call schedule?
- How are holidays, vacations and special occasions handled?
- What are the expectations when you are on call?

### **OFFICE STAFF:**

- Does the group use Electronic Medical Records? What is their system?
- Will you have an advanced provider working with you? What would their function be?
- Are you their supervisor?
- Is the billing done in the office?
- How many office staff members are there?
- How does the office staff work together?
- Are the office personnel receptive to adding another physician?
- Are there sufficient personnel for the additional physician?
- Is there a high turnover among the office staff?

### **ADMINISTRATION:**

- Will you have a voice in the administration of the practice?
- Will you be able to consent to another physician joining the practice?
- Do you have a say in the hiring, firing and responsibilities of the employees?
- How much of a role can you have in modifying the employee's functions to accommodate your needs?
- Do you have a voice in your office, surgery, procedures and call scheduling?
- What type of administrative duties are you obligated to fulfill?

### **PATIENTS:**

- What is the composition of the patients you see? Age/insurance coverage/medical problems?
- How many patients do the current physicians generally see a day? In a week?
- How many new patients does each physician evaluate in a day? In a week?
- How long do patients generally have to wait for an appointment?

- How are new patients distributed among the physicians in the practice?
- What percentage of the new patients would you receive?
- How many surgeries, consultations, or procedures do they do each day? Week? Month?
- What is the wait to schedule a procedure or surgery?
- What is the average age of the general population in the area?
- What is the average income? Who are the major employers? Do they have medical care contracts?
- What marketing does the group do to advertise that you have joined the practice?

### **MEDICAL COMMUNITY:**

- What is the practice's geographic drawing area?
- Does the community need another physician?
- Are there enough potential patients in the drawing area to allow you to build a practice?
- How many other physicians in your specialty are in the area?
- What is the medical politics in the community?

### **MANAGED CARE:**

- What are the managed care plans in which the practice already participates?
- How is reimbursement?
- Are the managed care panels open to you?
- Does the practice belong to any contractual groups for managed care?
- What is the office payer mix?
- How many Medicare patients do they see?
- Are you required to care for indigent patients or non-covered patients?

### **HOSPITAL QUESTIONS:**

Prior to your interview, research online information about the hospital(s) so you can ask questions that are relevant to your field

- How long does it take to obtain staff privileges?
- Do the operating rooms or procedure rooms have available time? Block time? When?
- Are the hospitals welcoming or dissuading a new physician on staff?
- Do the hospitals have contracts with the managed care organizations to which your practice belongs?
- How easy or difficult is it to obtain privileges at the hospital?
- Does the practice help with obtaining privileges at the hospital?
- What are the hospital's expectations of you?

### **GENERAL QUESTIONS:**

- How many days will you work in the main office? Satellite offices? Hospital clinics?
- What is a typical day/week like?
- What is the ratio of time between clinical, research, and academic activities?
- Are you required or allowed to volunteer in a free clinic? What are they going to provide for you? Ex. office, staff, exam room, etc...
- What is the overhead of the practice currently running? Is it greater than 55%?
- Does the practice do any teaching? Do residents rotate through the office?
- Is there a residency program nearby in which you can participate in lectures or teaching? Are you permitted?
- Is the office owned or leased?
- Is the lease long term?
- Does the practice own other income producing assets, such as x-ray equipment, laboratory equipment, etc.?
- Are there research requirements? By time? By publications?

- What type of research is presently going on?
- If you are not licensed in the state. How long does it take to get licensed?
- What expenses does the practice pay for: Association and Society dues, CME, hospital application and dues? License? Cell phone, pager, automobile allowance etc?
- How much vacation time do you receive?
- How much time off for CME? What is the stipend?
- How much sick time?
- Is there a maternity package/paternity leave?
- What are their expectations of you?

### **COMMUNITY:**

- Can your spouse find a job?
- Are there churches, synagogues and Sunday schools available?
- Are there social activities that you and your spouse are interested in?
- Are the schools in the area good?
- Are nannies or day care available?
- What sports and recreational activities are available for your children? Little league? Ballet? Hockey? Swimming?
- Can you find housing close enough to your office so that you can spend less time commuting and more time with your family?
- Where do the doctors in the group live?
- Does the area fulfill your spouse's personal and professional needs?
- Can you be happy there?
- Are there cultural activities nearby?
- How far is it from the airport?
- Is shopping readily available for you?
- Can you see yourself building a future there?

### **QUESTIONS TO ASK AT THE END OF THE INTERVIEW:**

- How many more people will they be interviewing?
- When are they looking for someone to start?
- If you are interested in the job let them know!

### **COMPENSATION**

- What is the compensation?
- Is the position a W2 or a 1099? If it's an income guarantee(1099), how long is the forgiveness?
- Are there opportunities for bonuses? How are they calculated?
- Based on the terms of the contract, is it realistic that you will make bonus?
- Do they offer loan repayment?
- Do they offer a profit-sharing plan? When?
- How is retirement structured?
- How are you vested?
- What type of malpractice insurance is offered? (Occurrence or Claims made)
- Can you see the financial reports of the practice?
- What collection procedures are regularly implemented by the staff? How? When?
- How old is the receivables (ex. 30, 60, 90 days)
- What do the office expenses run? (average 45-55/60%)

### **PARTNERSHIP**

- Is there a partnership option? When would you be eligible?

### **THINGS TO PAY ATTENTION TO AS YOU ARE INTERVIEWING:**

- Is the office clean?
- Is the office layout practical?
- Do the patients flow easily in and out of the office?
- How many examination rooms are there?
- Is there enough space for you? Examination & consultation?
- Are your philosophies similar?
- Are your techniques similar?
- Do you feel that he or she is a fair person?
- Does the interviewer present ideas in ways that are easy to comprehend?
- Can you see yourself working with this person/group?
- Are the physician's expectations and yours the same?
- How does the physician treat the office staff? Hospital staff?
- How does the office staff react to the interviewer?
- Does the physician treat the personnel as you would?
- Do you like the personality of the physician/group?
- How responsive is the interviewer to your questions?
- How do you feel in your gut about the practice and community?

### **HAVE AN ANSWER FOR THESE QUESTIONS (EXPECT TO BE ASKED):**

- What are your long and short-term goals? (imagine that they are asking 5 to 10 years down the road)?
- Tell me about yourself.
- What made you choose your area of specialty?
- What do you feel are your strengths and weaknesses?
- What are some of your interests besides medicine? Be free and tell them all about what you like to do (i.e. photography, cooking, traveling, camping, theatre, the arts, sports). Include any special interests of your family.
- Be prepared when you are asked. Why do you want to be here - in this city of \_\_\_\_\_, in the state of \_\_\_\_\_?
- How would you describe yourself? Ideally, pick 5 adjectives that describe you at your best, then explain, but don't get too lengthy.

Remember your goal is to get a job offer! Be yourself and relax 😊