

Compensation/Benefits

- What Insurance is provided?
 - Example: Health insurance for physician and family, life insurance, disability insurance, professional liability insurance
- Pension benefits, 401(k) plan (assumed eligible after one year)
 - What is the matching formula?
 - Are there profit-sharing contributions? If so, what is the history of profit-sharing contributions to employees each year?
- What are the time off benefits?
 - Example: Vacation, meeting time off, sick time or other
- What are the compensation expectations?
 - Is it based on production?
 - What is the target for production the first year? Subsequent years?
 - What is projected bonus compensation?
- If applicable, how are sign-on bonuses distributed?
 - When are they distributed?
 - What is the service obligation?
 - Is it truly a no-strings bonus or is it technically a "loan?" If a loan, what is the interest rate?
- How frequently are contracts renegotiated?
- Know the difference between restrictive covenants/non-compete clauses:
 - The general law regarding restrictive covenants is that they must be reasonable in their **time** (the duration of the restriction), in their **scope** (exactly what you are prohibited from doing), and in their **place** (the geographic area in which you are restricted).

Reimbursements

- Are you reimbursed for meeting expenses for registration, hotel, travel etc?
- Are you reimbursed for state medical licenses, dues, DEA license renewal?
 - Are those fees reimbursed up front after signing or do you have to wait until employment actually begins?
- Are moving/relocation expenses reimbursed?
- Is there student loan repayment?

- Will the institution qualify for the public service loan forgiveness program should the physician desire to participate in that?
 - Note: some groups, even non-academic, will qualify at face value but the actual physician groups that contract with them (which technically employ the physician) will be for-profit and will therefore not qualify for loan forgiveness.
- What is the amount of CME reimbursement? MOC reimbursement?
 - How much CME time will you get?
 - Is there a roll-over of unused time from year to year?
- Understand the difference between advance vs guarantee:
 - Advance – similar to a loan that you will pay back over time
 - Guarantee – a specific amount you are guaranteed to be paid no matter what

Office – Staffing

- What are the dedicated support staff you will be able to utilize?
 - Example: nurse or medical assistant to function as scribe and general support with history, documentation, surgical assisting etc.
- Are there adequate billing and collection staff?
- What is the requirement for oversight of extenders, NP or PAs?
- What has been the turnover among front office staff, nurses, medical assistants, and professional providers?

Office – Equipment/Space

- Is an Electronic Health Record used? If so, is it with PCs, iPads or both?
- What is the number of dedicated exam rooms available when seeing patients?
 - Are those rooms suitable for excision surgery procedures with surgical lighting, power exam/procedure tables, electrosurgical equipment?
- What other equipment is available for use?
 - Example: excimer laser, PDT light, UVB light, vascular lesion laser, dermatoscope, microscope?

Clinic/Scheduling

- What is the anticipated time to having a full patient schedule?
- Is there an on call schedule and/or a hospital consultation requirement?
- Is there a call center available during non-office hours or do you need to be available to your patients 24/7?
- Is there a Dermatopathology lab on site?
 - If not, where are dermatopathology specimens sent?
- Is there a Mohs surgery department on site?
- Is there an Advanced Skin Center (ASC) and if so, how can you invest in it?
- If you want to do cosmetics or surgery, will you be expected to send your procedures to other more senior practice members?
- Inquire about 'hidden work' beyond the clinical, patient face-to-face workload:

- Example: secure message burdens, refill requests, prior authorizations, etc.
- How much flexibility will there be to adjust your clinic schedule once you start?
 - Example: if you start at 5 days per week and sign your contract as such, how easy will it be to decrease your clinical workload to 4 days per week? Are there contingencies on this?
- Are there requirements for Teledermatology?
 - If so, what are they? Can you work from home with this or is it required that you be physically in the office, even for teledermatology?

General/Business

- Clarify your expected work schedule.
 - Example: days of the week, number hours per week, number of patients expected to be seen per day
- Verify there is transparency of data on production and collections.
 - Are monthly reports and cumulative YTD reports including right-off percentage shared?
- Verify there is transparency of data regarding expenses, overhead structure, etc.
- What is the path to partnership or shareholder status (specific steps)?
 - Is there a buy-in requirement and if so, how is that calculated?
 - What is the expected total buy-in price to be?
 - Timing to shareholder status?
 - Do you have a minimum guarantee of salary?
 - How many years will it take to reach parity with the senior owner physicians?
- What is reimbursement rate of major private carriers as a percent of Medicare?
- What is the marketing plan to build your new practice or is there a budget for one?
- How much will you be billed for consumables?
- Should you have any independent business pursuits on the side, does the practice/business have a claim to any of that? Verify it is solely yours.
 - Example: entertainment, investments/stocks, an invention, blogging, other proprietary developments, writing/a book.
- Does the practice/organization restrict, or encourage, your involvement in outside efforts?
 - Example: volunteerism, organized medicine, or other professional organizations?
- How can your business relationship be terminated?
 - Is it by either party?