

SAMPLE INTERVIEW QUESTIONS

Below are sample questions you should ask. There are many more examples than you will likely need to but scan them and select 8-12 key questions you need to ask. You might want to edit or add your own but don't go into the interview empty handed, write them down.

Sample Questions You Might Ask

General Practice Information

1. Tell me about the independent physicians in the community?
2. What are the policies/attitudes towards CME?
3. What is the general image of the group/practice/organization in the community?
4. What is the competition doing and who are they?

General Practice Information – Growth

1. What are the future expansion plans for the group/practice/organization?

Practice Financial Management – for the organization & averages for affiliated practices

1. Average days in accounts receivables
2. Can physicians start prior to completing payer credentialing?
3. Collection Percentage
4. How long does it take to be signed up with all the payers?
5. Overhead Percentage
6. Percentage as Bad Debt
7. Percentage of accounts receivables over 120 days
8. Total Gross Revenue of Practice

Practice Financial Management – Growth

1. Is there a budget set up to accomplish the organizations goals and strategies and by whom?
2. Percent Growth Projected for Next Year
3. Percentage of Growth From Last Year
4. What is the Financial Stability of the organization?
5. Year 1 - Revenue Projections
6. Year 2 - Revenue Projections
7. Year 3 - Revenue Projections

Practice Financial Management – Payor Mix

1. HMO/PPO patients
2. Medicaid
3. Medicare
4. Paying Cash
5. Private Insurance

Practice/Group/System History

1. Additions in the last three years (Number of providers, new service lines, new facilities,...)
2. Are there any political issues which could influence the success of any new strategies or success of providers? Please Describe.
3. Biography of each leadership team member: (personal, family, training, hobbies, etc.) - You may want to secure Curriculum Vitae and other pertinent information from all or some of the providers prior to interviews, at least Google and find them on LinkedIn
4. Organization/Health System/Group Makeup and Specialties represented
5. History of the organization/group/practice (growth)
6. Is the organization part of a larger system?
7. Is there harmony in the leadership team/group and in the hospital medical staff?
8. Number of Physicians in Group/on medical staff
9. Philosophy of the group
10. Turnovers in the last 3 years? Why?
11. What does the organization want to accomplish by recruiting a new physician?
12. Who is supportive and/or not supportive of this recruitment effort, and why?
13. Year Established

Practice Specifics

1. Average time for established patient visits (ie: 10-15 minutes)
2. Average time for new patient visits (ie: 30 minutes)
3. Call/coverage and who will provide coverage?
4. Describe lab, xray,...
5. Draw area for organization
6. How are patients scheduled? (Appointments Only, Walk-Ins)
7. How has the practice and/or hospital properly prepared to support a new physician?

8. How is the Emergency Department Staffed?
9. Is iAre facilities in a good location?
10. Is the hosptial/organization management considered able and efficient?
11. List clinic staff (front & back office, billing/collections...).
12. Office hours
13. Patient Profile
14. Referrals from other physicians?
15. What is the plan to get new physician to capacity and how long will it take?
16. What is the relationship among medical staff members?
17. Approximate number of active charts in group/practice
18. Are there plans to have a satelite office?
19. Average wait time in clinic
20. Brief description of primary office space (sq', # of exam rooms,... Obtain floor plan if available)
21. Does the medical staff support the hospital(s)?
22. Hospital (Primary Hospital, number of beds)
23. Hospital (Secondary Hospital, number of beds)
24. How does the hospital meet the needs of the medical staff?
25. if HMO, what size panel will new physician be expected to have
26. Is it adequate? Is there room to expand?
27. List equipment provided by hospital/group for specialty recruited.
28. Satelite offices (location and hour open)
29. What is the medical staff perception of the hospital(s)?
30. What is the relationship between the group and the hospital?