

## APPENDIX H INTERVIEW WORKSHEET

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Date

Organization's Name:

Contact Person:

Address:

Telephone Number:

### **Organizational Information:**

What is the history of the organization?

What is the size and make-up of the staff?

How many physicians are in the organization? Ask for some general information on them (approximate age range, training background, areas of expertise, Board Certification, etc.).

How long have the physicians been in the organization?

Reason for current opening:

If a new position, how have you determined the need for a psychiatrist?

How long have you been recruiting for this position?

How many doctors have left the organization in the past 5 years? Why did they leave?

How do the members of the organization get along with one another?

What is the volume of the practice, and what is the patient mix?

What is the current referral pattern? (Other MD's, other non-MD therapists, hospitals, provider panels, pharmacists, word-of mouth, phone book, etc.)

How does the organization market itself and what are the costs?

What is the organization's relationship, if any, to managed care entities? (In terms of peer review practices, as well as contractual relationships for clinical services, including capitated contracts?)

Who determines which managed care plans the organization contracts with?

Describe the treatment philosophy of the organization (and, if possible, get a feel for the ethical climate).

What is the organization's relationship to non-MD therapists in the area?

What are the organization's connections to the community (local boards, professional groups, or service organizations, etc.)?

What is the competition in the community?

What do you see for the future of the practice in 3, 5, or 10 years?

What are you looking for in an ideal candidate, both professionally and personally?

**Responsibilities:**

What will be my daily responsibilities?

How many patients will I be expected to see each day?

What is the call schedule?

How far is the hospital from the office?

How many beds does it have (total and psychiatric)?

What types of services does it offer?

What specialties are represented on the medical staff?

How is the nursing staff?

Is there a teaching appointment available?

**Decision Making/Financial Information:**

Who and how are the decisions made in the organization?

Are policies written down? If so, may I see a copy of the manual?

How are new patients distributed?

How are the fees determined?

What are the average earnings of the organization?

What is the organization's overhead?

What is the organization's billing practice? How is the billing done?

What is the overhead of the department/organization?

What is your collection ratio?

What does your benefits package include?

How is income divided among the organization's members?

If a group practice, what is the fee split? (60/40 practice/member, is typical)

What is your estimate of the new psychiatrist's first year income?

Are there "productivity" payments the first year?

If so, how will they be determined?

If so, when will they be received?

What will happen if my productivity exceeds my salary?

How might I share in gross profits? Is there a payback?

What is the route to partnership?

Are there buy-in requirements for partnership? If so, how will the buy-in value be determined?

When would you like to have a new psychiatrist start?

**Community:**

What is the average cost of living in the area?

What is the population and service area?

Is there employment for my spouse?

How is the school system?

How many colleges/universities are within an easy drive of the community?

What types of recreation are available?

What types of cultural activities are available?

Are transportation and airports nearby?

What is the economic condition of the area?

What is the growth potential?

Who are the major employers?

What type of real estate is available?

What are the local places of worship?

**Other questions of specific interest to you:**