WHAT QUESTIONS SHOULD YOU ASK?

The following are examples of questions I have asked during job interviews. Consider them a bank to draw from. Your questions may differ depending on your personal and professional needs and values and on the practice setting you’re considering.

**Ask a physician**
- What’s the call schedule?
- How many calls and admissions do you handle on a typical call night or weekend?
- Does the practice use a nurse triage system?
- Do you have evening or weekend office hours?
- What hospital(s) are you affiliated with?
- What is the business plan for the next five to 10 years?
- What is the policy regarding prescribing narcotics and antibiotics over the telephone?
- Are patient charts well organized? Are they dictated or handwritten?
- What are the weaknesses of your current charting system?
- Is the practice computerized? What are the future computerization plans?
- How would you describe your level of autonomy?
- How many patients do you see per day?
- Who decides how much time you spend with each patient?
- Do you receive appropriate feedback about performance quality?
- Do you receive feedback or education on billing and coding?
- How would you describe your relationship with the staff?
- What are the staff’s foremost concerns?
- Are you satisfied with the current compensation package?
- How is productivity measured?
- How would you characterize the pressure to produce?
- How would you describe the organization’s overall financial health? How is this clinic doing financially?
- Is any expansion, integration or corporate rearrangement currently being considered?
- Is the administration responsive to your concerns?

**Ask an administrator**
- How would you describe the organization’s overall financial health? How is this clinic doing financially?
- What is the business plan for the next five to 10 years?
- What is the overhead?
- Is any expansion, integration or corporate rearrangement currently being considered?
- Are you aware of any specific plans for capital improvements?
- How would you describe the practice’s relationship with third-party payers?
- Is the practice computerized? What are the future computerization plans?
- What’s the payer mix?
- How much autonomy do physicians have in this organization?
- Do physicians determine how much time they spend with each patient?
- Do physicians work any evening or weekend office hours?
- Do physicians receive feedback or education regarding performance quality, billing, and coding?
- Do physicians receive feedback regarding patient satisfaction?
- Do physicians hire and fire their own staff?
- Do physicians have the authority to hire more staff, if needed?
- What is the compensation plan (i.e., salary, benefits, vacation, time off for CME, maternity leave)?
- Is compensation tied to productivity?
- Are bonuses given?

**Ask support staff**
- Are patient charts well organized? Are they dictated or handwritten?
- What are the weaknesses of your current charting system?

**Ask everyone**
- How long have you worked here?
- What do you like best about the organization?
- What would you change if you could?
- How much turnover has occurred during the past 12 months?
- Why have people left?
- Have you ever considered leaving?