

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 a nurse

Are patient charts well organized?

What are the weaknesses of your current charting system?

Is the practice computerized?

Is it difficult to get equipment replaced or to get new equipment when needed?

What is the practice's policy for prescribing narcotics and antibiotics over the telephone? How closely do providers adhere to this policy?

How much responsibility do nurses have for telephone triage and patient education?

Do you feel that physicians can effectively address your concerns?

Is the office manager responsive when you have concerns?

Do you have any issues or concerns regarding compensation?

How does the overall organization seem to be doing financially? What about this clinic?

Are you aware of the organization's future plans?

Ask support staff

How manageable is the volume of telephone calls the practice receives?

What are the weaknesses of your current charting system?

How would you describe your organization's relationship with third-party payers?

Is the practice computerized?

Is the computer system easy to learn and to use?

Is it difficult to get equipment replaced or to get new equipment when needed?

How would you describe your level of autonomy?

Do you feel the physicians can effectively address your concerns?

Is the office manager responsive when you have concerns?

Do you have any issues or concerns regarding compensation?

How does the overall organization seem to be doing financially? What about this clinic?

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?



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