

# CAREER AND LIFE PLANNING CHECKLIST



## Best Practices to Start a Practice [Onboard]

# Best Practices to Start a Practice [Onboard]

Physician on-boarding requires a series of processes on behalf of the employer and your understanding of this process can be a distinguishing factor in your interview preparations and strategies.

## Objectives:

By the end of this exercise the participant/candidate will be able to:

- Identify and leverage information employers must consider for each candidate during the on-boarding process.



# Best Practices to Start a Practice [Onboard]

## How to Use This Tool:

Use this tool to help you enhance your understanding of the kinds of qualities and information that employers are looking for and must complete in the on-boarding process.

## Instructions:

Review the checklist to familiarize yourself with the information and processes employers must navigate and complete when on-boarding new physicians. Identify topics that you might be able to leverage to distinguish yourself with during the job hunt.

## Related Resources:

TITLE	RESOURCE NO.
<a href="#">Best Practices Choosing a Home</a>	CL-02
<a href="#">Best Practices to Selling Your Home</a>	CL-03
<a href="#">Best Practices to Relocate</a>	CL-04



# Best Practices to Start a Practice [Onboard]

Physician's Name:

Physician's Specialty:

Physician's Contract Type:

Primary Hospital:

Physician's Office Address:

Physician's Office Phone Number:

Planned Start Date  
(Please update each month):

Checklist Completed By:

Title:

Phone Number:



# Best Practices to Start a Practice [Onboard]

	Task Description	Responsible Person	Date Completed	Status
1	Recruitment Process Begins  Begin Considering Mentor based on specialty	Recruitment		
2	Planned Structure Interview	Recruitment		
3	Discussion of Bilateral Expectations with Provider	Recruitment/ Operations		
4	Determine Fit Of Candidate	Recruitment/ Operations		
5	Anticipated Timeline for start determined	Recruitment/ Operations		
6	Obtain Signed Contract	Contract Specialist Operations		
7	New Service Equipment Clinical Area(s) Hospital Service by provider	Operations New Service Committee		
8	Set Success Objectives Type of patient mix needed New patients Established patients Complexity of Patients Revisit / Follow Up ---Information to come from Proforma	Operations		



# Best Practices to Start a Practice [Onboard]

Onboarding process begins with recruitment and continues for first 2 years

Task Description	Responsible Person	Date Completed	Status
9 Where will patients generate from: ✓ SIMS/SIH % ✓ Regional Healthcare Providers% ✓ Community% ✓ ---Information to come from Proforma	Operations		
10 Based on Above – Determine internal/external market factors	Marketing/ Operations		
11 Based on Above - Create Individualized Marketing Plan	Marketing		
12 Based on above- Determine most effective Introductions ✓ Physicians ✓ Hospital ✓ Facilities	Physician Relations  Operations		
13 Assign Mentor	CMO / PR/ Ops		
14 Determine appropriate Mentor Guidelines and review with mentor	CMO / PR/ Ops		
15 Mentorship Program begins upon signed contract	CMO / PR/ Ops		
16 Structured conversation re: bilateral expectations at 1,3,6,9 months and annually	CMO / PR/ Ops		

