

Preparing for the Employed Physician

Comprehensive Check – Things to Do **BEFORE** the Physician Arrives to Begin Employment and Practice

- Develop agreements and gain approval from hospital Board of various recruitment, income guarantee and employment models. Consult with a healthcare counsel when developing compensation models.
- Develop basic compensation models featuring productivity requirements and performance incentive characteristics; i.e. (i) start-up practice; (ii) mature practice; and (iii) quasi-private practice models. Consult with a healthcare counsel when developing compensation models.
- Conduct comprehensive background check; including medical education and residency completion and national data base inquiry.
- Gather necessary data to complete credentialing (example attached)
- Complete all HR employment forms including executed conflict of interest statement.
- Secure Provider Number and Required Licensure:
 - Complete credentialing and privileges for hospital and managed care participation
 - Complete necessary Medicare and Medicaid applications
 - Complete managed care contract participation agreements
 - State licensure
 - Federal DEA certificate
 - Professional liability coverage
- Assign a liaison to assist with personal relocation issues.
- Designate a hospital executive who has the responsibility and accountability for the employed practices and physicians. (Preferably one who has physician practice and billing experience)
- Prepare and consult with your legal counsel on a standard relocation package:
 - House hunting expense policy for all employed physicians (physician and spouse)
 - Temporary housing
 - Signing bonus
 - Incidental expense policy
 - Real estate assistance
 - Household moving expenses
- Create a recommended group of local advisors:
 - Bankers
 - Realtors
 - Accountants
 - Lawyers
 - Educators
- Put the infrastructure in place and functioning to manage the practice:
 - Staffing
 - Supply and equipment acquisition
 - Administration (registration, scheduling, HR, etc.)
 - Billing and collections
 - Managed care and other payor relations
 - Practice site/office/real estate... selection and development

Comprehensive Check – Things to Do **BEFORE** the Physician Arrives to Begin Employment and Practice (continued)

- Assign a practice manager (with appropriate and practical experience) to handle the individual practice.
- Develop hospital policies and procedures for physician payment oversight and compensation disbursements.
- Select and prepare the practice site location before physician arrives.
- Prepare the marketing and advertising strategy.
- Launch pre-arrival advertising and scheduling.
- Begin initial screening of practice staff. (Final hiring should be completed with involvement of physician)
- Assure practice staff benefits and compensation structures are in place.
- Craft a physician compliance policy.
- Craft a coding and documentation compliance policy for employed physicians.

Pre-employment/pre-arrival physician documentation:

- Date of birth and social security number
- Current UPIN and Medicare Provider number (if applicable)
- Copy of Medical or Dental Degree
- Copy of ECFMG Certificate (if applicable)
- Copy of Certificate of Completion from Internship Program
- Copy of Certificate of Completion from Residency Program
- Copy of Certificate of Completion from Fellowship Program
- Copy of ABMS or AOMS Board Certification (if applicable)
- Copy of current state medical License (with LOCAL ADDRESS) and all other state licenses, past or present with expiration dates
- Copy of “updated” CV with “no gaps in time” months specific
- Copy of face sheet of current AND past Professional Liability Insurance Policy and claims history
- Copy of current Federal DEA certificate with LOCAL ADDRESS
- Completed Delineation of Clinical Privileges form from the employing hospital
- Completed ALL provider applications
- Copy of current headshot photograph (government issued ID)
- Copy of military discharge (DD214 if applicable)
- Copy of all continuing medical education in the last two years
- Copy of CPR, ACLS, ATLS, PALS and NRP Certificates (if applicable)
- Copy of completed Conflict of Interest Statement from employing hospital