

## Sample One Client Practice Opportunity Form

Client Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Information \_\_\_\_\_

Specialties Needed \_\_\_\_\_

Tell me about your opportunity. \_\_\_\_\_

Why do you have the need? \_\_\_\_\_

How long has the position been available? \_\_\_\_\_

What is your ideal timeframe to recruit a physician? \_\_\_\_\_

Will you require the physician to be board certified or board eligible? \_\_\_\_\_

Do you have a written job description? \_\_\_\_\_

Are you using other search firms? How many? \_\_\_\_\_

Have you interviewed any candidates? \_\_\_\_\_

If yes, where are you in the process? \_\_\_\_\_

Have any offers been made and rejected by candidates? Why? \_\_\_\_\_

Is there anyone that you know of that you would like to hire? \_\_\_\_\_

Is the position hospital-employed, or private practice? \_\_\_\_\_

Number of physicians in group? \_\_\_\_\_

What is the call coverage? \_\_\_\_\_

How far is the practice from a major city? \_\_\_\_\_

What is your annual patient volume? \_\_\_\_\_

How many Emergency Department beds are there, and what is the volume?  
\_\_\_\_\_

How many beds are in the hospital? \_\_\_\_\_

How many patients will the physician see on shift on average? \_\_\_\_\_

How many patients are seen per day? \_\_\_\_\_

Are there mid-level providers? NP and PA? Is the physician responsible for them?

\_\_\_\_\_

What hospitals will the physician cover? \_\_\_\_\_

Does your facility require the use of EMR (Electronic Medical Records)? \_\_\_\_\_

What is the process for approving CVs? \_\_\_\_\_

Are you willing to pay travel expenses for site visits? \_\_\_\_\_

Salary range for new versus experienced? \_\_\_\_\_

Salary potential at 2 years \_\_\_\_\_ 5 years \_\_\_\_\_

Sign-on bonus? \_\_\_\_\_

Productivity bonus? \_\_\_\_\_ What is the structure? \_\_\_\_\_

Partnership track? \_\_\_\_\_

Benefits? \_\_\_\_\_

Malpractice? \_\_\_\_\_

Tail coverage? \_\_\_\_\_

Paid time off or vacation? \_\_\_\_\_

Do you pay for CME; if so how much? \_\_\_\_\_

Retirement plan? When eligible? Employer match? When is the employee vested?

\_\_\_\_\_

Relocation up to how much? \_\_\_\_\_

Is there anything else I need to know? \_\_\_\_\_