

## Group Practice Interview

This resource is for physicians considering adopting or joining a group practice. The following questions and considerations may be applicable to most scenarios but not all may be relevant to your situation.

### GENERAL QUESTIONS

- ☐ What is the philosophy or style of each member in the practice and is it compatible with yours?
- ☐ What kind of care does the group provide and does it impact cross-coverage?
- ☐ Are there any members with special interests or skills? (For potential referrals within the group)
- ☐ Are there any clinical teaching commitments and if so, are you obligated to participate?

### PRACTICE STYLE

- ☐ What EMR do they use?
- ☐ What are the prescribing policies? (Antibiotics, controlled substances, chronic pain/narcotics)
- ☐ What is the policy on phone prescription and renewal policies?
- ☐ What are the policies/charges for uninsured services?

### PRACTICE MANAGEMENT

- ☐ Is it an associated group or partnership?
- ☐ Are there any capital cost buy-in obligations?
- ☐ How are overhead expenses shared?
- ☐ Is the office owned or leased? If leased, what are the terms, including possibility of renewal?
- ☐ Are there regular meetings scheduled to discuss responsibilities, costs, decision-making, etc.?
- ☐ How are major decisions made (i.e., majority or unanimous)?

## REMUNERATION

- ☐ Do all group members bill FFS?
- ☐ Is there any alternative funding (QI activities, APP, etc.)?
- ☐ Are members billing under the LFP model?
- ☐ Do any physicians use an Assignment of Payment agreement?

## STAFFING PREFERENCES

- ☐ Is staff shared and/or dedicated to specific members?
- ☐ Is there cross-coverage among staff members?
- ☐ Is there an Office Manager?
- ☐ Is there a Nurse Practitioner on staff?
- ☐ Are there documented job descriptions for each staff member?
- ☐ Are there office policies in place?
- ☐ Are there standardized procedures and policies? (Appointment scheduling, phone management, patient reception, etc.)

## OFFICE SET-UP

- ☐ Are there dedicated offices or shared space?
- ☐ How are the exam rooms set up?
- ☐ Is equipment well maintained and up to date?
- ☐ What is the planned budget for equipment to be replaced?
- ☐ Are all equipment requirements met?
- ☐ How effective and efficient is the design of the space?

## POLICIES FOR NON-INSURED SERVICES

- ☐ What are the current policies for non-insured services?
- ☐ Do all members agree to a group standardized fee schedule?
- ☐ Is there updated patient information on their website and posted in the office?
- ☐ Are patients required to acknowledge and agree to the policy?
- ☐ How is confrontation dealt with when carrying out patient and workplace policies?

## TIME OFF COVERAGE

- ☐ Does the group offer each other coverage when away from the office?
- ☐ Is there afterhours coverage?
- ☐ How is holiday time negotiated/scheduled?
- ☐ Under what circumstances does a member need to arrange for a locum?
- ☐ Does the office have long-term or regular locums?
- ☐ Do any (or all) physician members provide OB and/or hospital coverage?

## PROFESSIONAL AND LIABILITY CONSIDERATIONS

- ☐ Do all members have an up-to-date:
  - College license
  - CMPA membership
  - Insurance (i.e., Professional Liability)
- ☐ Have any members been involved in malpractice suits?
- ☐ Is there a group office insurance policy? If so, how do you join the policy?

## GENERAL CONSIDERATIONS

- ☐ What is the composition of the group (male/female, stage in career)?
- ☐ Does the group have adequate contingency and emergency preparedness plans?

## DUE DILIGENCE

- ☐ Have your lawyer and accountant review existing contracts and the group's financial statements.
- ☐ Review contracts for lease, staff, major suppliers, and computer hardware/software providers.

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