

**Name of Practice:**

**Date:**

**Office Address:**

**Primary Scheduling Contact:**

**Practice Structure:**

Current Group Structure: MD's=                      , NP's=                      , FTE's=  
EP=                      , Interventional=                      , General =                      , CHF=

Hospital Affiliations:

Any Exclusivity Contracts? (e.g., ER, Cath/EP Lab, Imaging)

Call Schedule:

Typical Weekly Schedule:

Compensation Model:

Restrictive Covenant:

Partnership Track:

Buy-In/Buy-Out:

Medicare versus Private Payer Ratio:

**Benefits:**

Vacation/CME Time:

Retirement Plan:

Retirement Obligations of Practice:

**Corporate Structure:**

Officers:

Workers Compensation and Umbrella Coverage:

Control of Overhead/Collections:

Assets of Group Not Eligible for Partners?

Any Equity/Real Estate/Capital Outside of Partnership?

Any Contractual Obligations/Arrangements Outside of Partnership?

Any Contracts or Liabilities to other Entities?

**Outpatient Practice:**

Office Hours:

Office Imaging: Nuclear, Echo, CT, MRI, Body U/S

Are there any restrictions regarding office-based echocardiographic and nuclear imaging? Who does the reading?

Start-Up Staff: Receptionist, PT Biller, PT Records Clerk, FT Floater (all jobs)

Electronic Medical Record System:

Practice Management System:

Access to Hospital Records System In Our Offices?

**Electrophysiology:**

Number of Devices per Month:

Number of Ablations per Month:

Number of EPS per Month:

EP Lab Facilities:

Any Exclusivity/Ownership?

Any Block Time:

Who Controls Lab Times?

CT Surgery Backup 24/7/365?

**Miscellaneous:**

Liability Insurance: Claims Made      Occurrence      Tail Coverage

Ability of Physician to Obtain Their Own Legal Counsel?

Marketing Budget:

**Practice Start-Up Specifics:**

- a. What "reasonable cost" of Direct and Indirect Expenses (see Appendix) will hospital cover during the first year of operation?
- b. Would hospital cover the cost of external practice management consultants (e.g., MGMA) to analyze the group's start-up needs?
- c. Will hospital provide necessary HIPAA and OSHA policies/training?
- d. Will hospital setup all employee benefit programs? E.g., health insurance, 401k plans.
- e. Will hospital provide practice Umbrella Insurance, Worker's Compensation, and Business Casualty Insurance?

- f. Who controls the hiring/firing of office staff? Is hiring limited to persons already employed by hospital? Will part-time staff used during first year be eligible for hire by practice (e.g., part-time biller/coder converted to full-time at end of year 1)?
- g. What is allotted for marketing? For example, a 4x6inch double-sided, full-color postcard to introduce the practice to 50,000 selected residents would cost ~\$40,000.00 (including Graphic Design/Layout, Professional Photography, List Provider/Mail List, Printing, USPS Postage Cost)

**Interviews:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Comments:**