ADVANCED MEDICAL INTEGRATION

STEP BY STEP HIRING PROCESS MEDICAL PERSON

Hiring Process for Medical Personnel

1. Decide which specialty you will hire, MD, NP, PA, DO, etc.
2. Decide if you need a collaborating MD/DO.
3. Decide how you will find prospects. We recommend using a recruiter, it simply is quicker. Remember each week you are not treating patients and selling programs you are losing money. If deciding not to go with a recruiter, then Craigslist, Indeed.com, Nursingcafe (for NP), local paper, word of mouth, friends, etc…
4. Watch the interviewing medical professionals video content on the AMI website.
5. Have employment contracts and collaborating contract ready and ensure you fully understand what they say. Do not wait until you are ready to hire to ask your attorney for this, or feel you did not want to pay for this ahead of time. Many an applicant was lost while “waiting for the contract” and sounding like you have no idea what you are doing when asked what is in the contract and you cannot answer. Make sure you can read it and answer every question about it, or again you will look incompetent if you do not know this—make sure the contract has a line that employee must follow the policy manual. And that what is contained in the contract are the only items that supersede the employee policy manual.
6. As applicants respond begin setting phone interviews.
7. Phone interview the ones you doubt you will hire first, too far from your office, poor resume. I suggest you do this so you can formulate your interview routine and test it out on a candidate. If it doesn’t go well it, it does not matter--do this the first time hiring, after that you will not need to do this
8. **FIRST PHONE INTERVIEW STRUCTURE/PRODUCT**​: remember the first phone

interview purpose is to see if the applicants purpose aligns with your purpose. There are many more interviews to come to uncover all the data that is needed. If you monopolize the conversation with what you want from them and what you do not want from them they will basically repeat back what you said in order to keep moving in the process and they will not reveal their real self.

1. **FIRST PHONE INTERVIEW**​: after a couple of minutes gaining some common ground with applicant (could be you both were locally born, you both went to the same high school, something to set the applicant at ease) set the tone for the phone interview and how it will proceed. Tell them that what is most important to you with all of your employees is the importance that all team members are working towards the same goal of helping the patient get well. This goal would be forwarded with a common philosophy for treatment. Tell them you will be talking a bit about them first and how their professional career evolved to the point of answering the ad and then you will tell them a bit about you and how you have gotten to where you and your practice is at now.

\*\*\*do not tell them this, but you will then decide if you want to move to a second interview during this back and forth conversation. If you do not want to move forward with a second interview the out is: Thank you for your time, this is the first step of the interview process and you have many applicants to interview--leave it at that and do not promise you will follow up. \*\*\*or find a point that is simply not compatible, like your hours, to say the fit will not be right.

***REMEMBER--PROFESSIONALS TALK TO EACH OTHER. EACH CONVERSATION SHOULD END OFF ON GOOD TERMS WITH THE APPLICANT BEING WILLING TO RECOMMEND A FRIEND WHO MIGHT BE A BETTER FIT***​.

\*\*\*DO NOT COMPROMISE YOUR BUSINESS BECAUSE YOU THINK THIS CANDIDATE IS

"THE ONE"--for instance, you work until 6 each night seeing patients and she can only work until 5. But she is "perfect"--and you consider hiring someone that cannot work the clinic hours---DO NOT DO THIS!!!

1. **FIRST INTERVIEW flow**​: I see that you were a nurse before becoming an NP. What made you decide to become a nurse and what made you then decide to go back to school to be an NP? or why did you decide to go to medical school. Listen to what they have to say. Ask them how they perceive treating patients and what is their philosophy when treating patients? Ask them why they chose their first job and how did they expect to personally grow from this job? Did they achieve what they wanted from that job? Keep asking about each job, making notes. You are picking up if their philosophy is matching yours and if they take responsibility for their role in each job. When they are done. Tell them (briefly--this is more about them then you remember) how you became a chiropractor and opened your first business. Then spend about 5 minutes and tell them your philosophy in practice. DO NOT INSULT THE APPLICANT. REMEMBER THEY

MAY HAVE TOLD YOU ABOUT HOW THEY LOVE PRESCRIBING NARCOTICS AND

THEN YOU GO ON TO SAY YOU DEMONIZE ANYONE WHO PRESCRIBES

NARCOTICS. When you finish ask them what they thought about what you just said and do they see themselves as a candidate to join a team with that philosophy. If so move to second interview and SCHEDULE RIGHT THEN AND THERE! DO NOT HURRY THIS PROCESS, GIVE IT A DAY OR 2 TO SCHEDULE THIS AND RESPECT THEIR SCHEDULE. if you do not like them, bow out with the above techniques.

1. Any questions you could not answer take back to coach for answers--improve each interview so by the 3rd or so interview you are actually interviewing candidates that have resumes that look good
2. **OBJECTIVE OF INTERVIEW**​: To make sure candidate is someone who can learn new systems of treatment, and to be open to treating functionally as opposed to symptom based treatment, and realizes that our treatments are more effective and safer than most traditional medical treatments. Also, to see that we have systems in place to implement these treatments.
3. **1st FACE TO FACE INTERVIEW:**​ After touring the clinic, talk to the candidate about their willingness to work in a clinic whose objective it is to HELP PEOPLE AVOID

DRUGS AND SURGERY BY IMPROVING THEIR FUNCTION. Let them know that they don't have to know these systems now, but ask about their willingness to be trained in

these systems. IT IS IMPORTANT TO KNOW THAT THE PERSON YOUR HIRE FOR THIS POSITION WILL NOT BE SOMEONE WHO TRIES TO STOP SERVICES IN THE

FUTURE. Some medical clinicians have no problem admitting that they don't know how to do a procedure, but some will cover this up by saying the patient didn't need the procedure. Often, these people will need more research or studies about something before they even look at the value of it for the patients. This is not the right candidate for this type of job. You want someone who is open to new ideas and willing to look at them. This is essential if you are going to trust this person to make decisions for the benefit of the patient that are congruent with the owners philosophy.

1. **FIRST FACE TO FACE INTERVIEW ADDITIONAL DATA NEEDED FROM**

**APPLICANT**​: Has your license been sanctioned in this state or any other state or is it in the process of being sanctioned now? Have you ever been deemed as being incompetent or are being looked at right now as being incompetent to perform your job? Have you ever had a malpractice claim, or are you under investigation right now? Have you ever been convicted of a crime, if so for what? Has any insurance company denied you entry due to your history? Are you under investigation for anything right now? crime? by insurance company? legal? malpractice?

1. If there are outpoints with the above items you need to seriously decide if you want to take on their baggage while embarking on this new business--we usually suggest you walk away from any violations which will cause your credentialing process to stall--AND

DO NOT ASK THE APPLICANT IF THEY THINK WHAT THEY DID WILL STALL THE

PROCESS, YOU ARE PUTTING THEM IN A POSITION TO FEEL THEY NEED TO LIE,

YOU MAKE YOUR OWN DECISION OR TALK TO YOUR COACH. THE APPLICANT IS NOT THERE TO "HELP YOU DECIDE"--remember your malpractice payment for them will be higher depending on the offense

1. Perform pre-employment testing if you do this.
2. Check 3 references--NEVER VIOLATE THIS!!!!!--must be professional, no personal, and must have supervised them, no lateral co-workers.
3. REFERENCES CHECKED--NEED TO HAVE 2 OUT OF 3 GOOD ONES.
4. Make decision
5. Decide offer: Should you hire your medical person part time it is expected that the hourly rate for the practitioner would be higher than if you hired the person full time. A full time practitioner would expect some type benefits. Should you decide to hire your practitioner full time we suggest (this is for example only) for a salaried employee holiday pay-whatever days observed by the office, 1-2 weeks of paid vacation, dollar amount for continuing education ($1500), dollar amount for license renewal ($300), some form of health benefits or financial compensation for this, malpractice paid for--if buying an individual policy do not pay for the year up front, make payments. Should the person not work out this is their policy and they take it with them so if you pay for a year and they only work for 2 months, you have paid for 10 months of malpractice that you are not entitled to a refund. With group malpractice policies this is not the case, you simply take them off and replace them with another medical person
6. Call and make offer to applicant verbally on the phone and follow up in an email with the offer in writing. Too many times after hiring many an applicant remembers you saying "something was a benefit" when you never said it. DISCUSS START DATE AND GET VERBAL ON START DATE.
7. Offer accepted, START DATE DECIDED, send the contract along.
8. Answer any questions about the contract.
9. Medical persons: employment contract signed.
10. Get copy of medical license and DEA license.