

# Physician Employment Contract Checklist

<b>Name of Practice:</b>	
<b>Name of Physicians:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	

Task Item	Include (Y/N)	Responsibility Clinic or Employee	Comments
<b>Framework of Agreement</b>			
Parties [Clinic (PC, LLC, Partnership) & Physician]			
What are you agreeing to:			
All physicians professional work?			
Other responsibilities?			
Date of agreement			
Outside Employment/Full Attention			



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Task Item	Include (Y/N)	Responsibility Clinic or Employee	Comments
<b>Terms</b>			
When does the agreement start & stop?			
What happens at the end of the term?			
<b>How will employee be paid</b>			
Salary			
Draw			
How is this determined?			
Can employee be required to payback portion not earned?			
<b>Production Formula</b>			
How will productivity be measured?			
Will expenses be charged to employee?			
% of Fixed			
% of Variable			
<b>Termination</b>			
Without cause			
With cause			
By employee			
Death			
<b>Disability</b>			
Definition of disability?			
What type of disability triggers termination?			
<b>Retirement</b>			
What is definition of retirement?			
<b>Medical Records</b>			
Who owns medical record?			
How can other party get copies?			
Who notifies patients on departure of physician?			
Can departing physician have list of patients?			
Who pays for malpractice tail coverage?			
Arbitration			
<b>Benefits</b>			
Vacation			
Sick pay			

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Task Item	Include (Y/N)	Responsibility Clinic or Employee	Comments
<b>Disability pay</b>			
What is the definition of disability?			
<b>Continuing education</b>			
Time			
Expenses			
Health & Dental Insurance			
Life Insurance			
Disability Insurance			
Professional dues, periodicals, & books			
Office furnishings			
Interview expenses			
Moving expenses			
Club memberships			
Auto allowance			
Misc - sporting tickets, symphony, benefit affairs, etc.			
<b>Work Schedule</b>			
Days in office & work hours			
Number of patients expected to be seen			
Days in surgery			
On-call schedule			
Extra responsibilities			
Work assignments and locations			
<b>Professional Liability Coverage</b>			
Limits			
Cost - how is expense allocated?			
<b>Tail Coverage</b>			
Who pays for coverage for prior employment (nose coverage)?			
Who pays for tail coverage?			
<b>Progress to Partnership</b>			
Time Frame			
Formula for buy-in cost			

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Task Item	Include (Y/N)	Responsibility Clinic or Employee	Comments
<b>Board Certification</b>			
Is board certification required for partnership?			
Is time off to study for boards provided?			
Are costs for study courses, exam, and travel paid by group?			
<b>Assignment</b>			
Can contract be assigned?			