**TELEPSYCHIATRY JOB EVALUATION CHECKLIST**

Company: ____________________________________________________________

Location: ___________________________________________________________

Recruiter’s name: ____________________________________________________

Recruiter’s e-mail: ____________________________________________________

Recruiter’s telephone #: ______________________________________________

References: __________________________________________________________

Ask the company how you can contact other psychiatrists that work for them.

### PEOPLE

- [ ] How many support staff work at the company?
- [ ] How many other psychiatrists work at the company?
- [ ] Is the turnover rate amongst administrators low?
- [ ] Is the turnover rate amongst all clinicians low?
- [ ] Does the company include an experienced psychiatrist with a track record in business administration?
- [ ] Do people communicate successes & failures regularly & transparently?
- [ ] Can you attend scheduled virtual video & telephone huddles?

### SUPPORT

- [ ] Can you access a company intranet — a shared knowledge repository?
- [ ] Can you submit & track issues and incident reports, should they arise?

**Can you contact staff for help during scheduled shifts — not just business hours — for the following issues:**

- [ ] video visits?
<table>
<thead>
<tr>
<th><strong>electronic health record systems (EHR)?</strong></th>
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<tr>
<td><strong>e-prescriptions &amp; ordering (eRx &amp; CPOE)?</strong></td>
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<tr>
<td><strong>picture archiving and communication system (PACS) imaging displays?</strong></td>
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<tr>
<td><strong>navigate each county’s laws, rules &amp; resources?</strong></td>
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### FINANCES

- Does the company allow you to work elsewhere for another group or for yourself — in other words, there is no non-compete?
- Does the company reimburse or pay for your medical licensure?
- Does the company reimburse or pay for credentialing at each site?
- Does the company reimburse or pay for malpractice insurance?
- Is malpractice insurance adequate (e.g. occurrence, claims-made + tail)?

The job is a **W-2 employed** **1099 contract position.**

*This has an effect on your taxation. For instance, 1099 contractors are considered “self-employed,” allowing the psychiatrist to make tax deductions on equipment & more.*

### WORK

- Are you allowed to choose shifts?
- Are shifts readily available? Shifts can be booked ______ months out.

* A company that wants to hire you, but still has yet to negotiate site contracts, may not have sufficient work available for you. Or, the opposite may be true: there may be too few shifts available, and may be booked months in advance. *
- Are you satisfied with the clinical locale & population?
- The job covers ______ sites in ______ counties in ______ states.
- The job’s patient population includes ________________________________________________________.
- Are you satisfied with the clinical hours?
- The job includes _____ hours per shift.
- There are _____ shifts per month.
- Each shift includes _____ intakes (_____ minutes each)
Each shift includes ____ follow-ups (____ minutes each).

Each month has ____ call days by ☐ text ☐ phone ☐ video ☐ in-person.

### TECHNOLOGY

- Are you familiar with their ____________________________ video app/platform?
- Are you familiar with their ____________________________ EHR app/platform?
- Are you familiar with their ____________________________ messaging app/platform?

*Ask which apps and platforms are used.*

- Does their video app work with your existing computer?
- Will the company provide you with ____________________________ equipment?
- Will the company require you to use their ____________________________ equipment?

*This may not be advantageous to you. Some require particular webcams or computers. Using company equipment may help defray costs, but be more cumbersome.*

### What communication systems do providers and staff use?

- within-EHR messaging ☐ HIPAA-compliant messaging app
- secure e-mail ☐ telephone ☐ pagers
- ☐ secure e-mail ☐ telephone ☐ pagers

### VIBE

- Do you have a good feeling about this position?
- Do you have a good feeling about the company?