

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?

- electronic health record systems (EHR)?
- e-prescriptions & ordering (eRx & CPOE)?
- picture archiving and communication system (PACS) imaging displays?
- navigate each county's laws, rules & resources?

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

tsecure e-mail telephone pagers

VIBE

Do you have a good feeling about this position?

Do you have a good feeling about the company?

Version 1, Oct. 2018

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American Psychiatric Association Committee on Telepsychiatry