



QUESTIONS TO ASK FOR ASSOCIATESHIP OPTIONS



- 1) What is the working time before I can buy in as partner? 6 months? One year?
- 2) Will I be considered an Associate or Independent Contractor before buying in?
- 3) Do you plan on doing any marketing or advertising of me?
- 4) Is there a base salary while I'm getting started and building my patient base before going to 40% of collections? Or do the better of the two for that day?
- 5) As an independent contractor or associate, is there health insurance or other benefits through the office? Can I add my family members on to this plan?
- 6) As an independent contractor or associate, does the office cover lab, CE, Disability, and Malpractice expenses? What about annual AAPD membership, ADA local, regional and national dues? BLS/PALs certification costs?
- 7) Will there be an opportunity to buy into the building?
- 8) How much say will I have in how many and which days I work during the week?
- 9) Is there a snow policy? If I can make it but staff can't or vice versa?
- 10) What is my responsibility if I'm disabled? If short term, will my job be guaranteed upon my return?
- 11) Will I have a say in ordering supplies? Special items may be requested
- 12) Restriction Covenant? Time and distance
- 13) How many New Patient exams/month do you see?
- 14) What is your recall show rate %?
- 15) What are your AVERAGE daily collections?
- 16) What are your DAILY production goals?
- 17) Are there any pending litigations against the practice?
- 18) What is your practice overhead?
- 19) What is your staff overhead (both payroll (26% or less) and benefits (4% or less)?
- 20) Do you have hygienists in the practice? EDDA's?
- 21) How do you determine whom your referrals go to regarding Orthodontics, Oral Surgery, etc.? What if a patient requests a specific referral office?
- 22) What is your accounts receivable %?
- 23) Have you ever NOT made payroll?
- 24) What insurances do you take? How is that determined?
- 25) Do all three of you take the same insurances?
- 26) Are you expecting me to take a certain amount of insurance or the same insurances as you?
- 27) Do you have an office manager, and if so what is their role?
- 28) How do you handle call during the week, weekend, and holidays?
Who makes the call schedule? What device is used for call (pager not doctor personal cell #)
- 29) Are vacation, sick days and holidays taken evenly among you?
- 30) Do you have office parties for birthdays, Christmas, etc.?
- 31) Are there any former staff members that have left due to job transfers or career changes that I might be able to contact?
- 32) Where do you see yourselves and this practice 10-15 years from now? Are there desires to establish more than one office?
- 33) How is quality assurance measured?
- 34) Are staff members reviewed and how often? Am I reviewed annually?
- 35) How are challenging personality issues handled between doctor and staff member?
- 36) How do you handle call?
- 37) Have any previous associates felt pushed, pressured or that owners dictate treatment?



- 38) How are employee issues resolved?
- 39) Would you have any input should another associate be brought into the practice?
- 40) How many kids would you be seeing in a day?
- 41) lab expenses? Who pays them? Is it the same amount of credit toward you and is it billed out at the time of impression or delivery (in case the patient were to not show and/or pay)
- 42) Retirement plan options outside of 401K (such as stock options)?
- 43) do they expect the office manager to answer to you or you to them? Will you be seen as "the new doctor coming in" and does the office manager respect you as the doctor who can override a decision?
- 44) health insurance?



ADDITIONAL QUESTIONS TO CONSIDER...

1. Who gets the sedation charge credit? paid directly to the anesthesiologist? (ie: you're named in the suite should something ever go down ie: you have risk with each of these patients)
2. I would NOT proceed with ANY buy in until you have worked there and see first hand how things are run and personalities are meshing. This is like dating and THEN proposing....you gotta date first! My minimum is at least one year.
3. the 33% is on PRODUCTION - make sure it's not collections
4. I agree with the recall EXAM, but not prophylaxis, fl or radiographs which is office overhead
5. you need some compensation off sealants....assuming you are pre-oping the tooth clinically, and checking after sealant placement and adjusting the occlusion. It's your time and education
6. Are there any limits you MUST reach daily? do you have to produce a minimum? Is this the daily rate? what is that? what happens if you don't reach that?
7. How are you reviewed or are you? When is your base pay evaluated? does 33% ever go up?
8. I think AAPD meeting should always be compensated....what if you want to take any team with you?
9. How do you reward your team? what if you want to do something special for them - who makes that decision, who pays for it?
10. If you are a partner at some point, who pays the insurance should another partner become disabled or non producing?
11. How much are you compensated for going to the OR? is it all you? do supplies from the office go with you or is it stocked there? Who gets compensated for the D9420 code?
12. What is the policy for your vacation and sick/PTO policy? Is there a set limit on your vacation time? does CE count against that? Jury Duty?
13. Uniform allowance? or are jackets/scrubs provided to you?
14. Which holidays are observed? paid?
15. Is there any PAternity leave addressed? (not sure if you are married or not or any kids in the future)
16. Profit Sharing or 401 K opportunities? Retirement plans?
17. When do you have TEAM meetings? who's in charge of those? Annual retreats?
18. Do they have a Policy and Procedure Manual? If not, that's a huge red flag and open for liability
19. Who does the team's performance reviews? are you in charge of these?
20. Do you have access to the office with keys?
21. Inclement weather plan? what if YOU can't get in but others can? does this count against your vacation?
22. Who pays for getting board certification? the review course?