



# BusinessNP

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## NP Job Preparation Checklist

It is recommended that each item on this list be addressed prior to applying for jobs. This will ensure that you are well prepared to accept positions that may be offered. *If you plan on starting your own practice, then consult [Sam@BusinessNP.com](mailto:Sam@BusinessNP.com) While many of these items are still pertinent, the preparation will be very different overall.*

### Initial Decisions:

- Evaluate your priorities for a job- COMPLETE FREE *QUALITY OF LIFE PRIORITY TOOL* AT [www.BusinessNP.com](http://www.BusinessNP.com)
- Outpatient, Inpatient, PHP/IOP, Administrative
- Will you be Self-employed (1099 contractor) or Employee (W2)
- Full-time or part-time; how many hours each week? \_\_\_\_\_
- How much time do you want to work In-office \_\_\_\_\_ /Telehealth \_\_\_\_\_
- Decide on desired compensation structure FFS, Hourly, Split, Salary, Other \_\_\_\_\_
- Desired start date \_\_\_\_\_
- Will you accept patients with Medicare or Medicaid?
- List of the patient population demographics that you desire to treat. See CAHQ
- Do you have mentor?

**The Basics:** \*Ensure your full name is spelled correctly and matches on all documents.

- RN License # \_\_\_\_\_ Expiration Date \_\_\_\_\_
- NP License # \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Board Certification Letter Certification # \_\_\_\_\_
- NPI # \_\_\_\_\_ Taxonomy Code (PMHNP = 363LP0808X) \_\_\_\_\_
- DEA License (for each state) # \_\_\_\_\_
- Driver's License # \_\_\_\_\_ Passport # \_\_\_\_\_
- Update your CV and get 3 people to proofread it. Save it as a PDF
- Save and organize electronic copies of ALL degrees, certificates (i.e., BLS, CBT, Telehealth, EMDR), and documents.
- Sanitize your social media accounts!
- Identify an attorney or other professional to review employment contracts.

**Improving healthcare by improving the knowledge of those who deliver it.**

Aug-23



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## **Job Specific:**

- Make a list of questions for interviewer – See FREE LIST AT [www.BusinessNP.com](http://www.BusinessNP.com)
- List any planned time off or other immediate scheduling needs \_\_\_\_\_
- Review IRS I-9 form and be prepared to fill this out.
- Review the company's website including their new patient paperwork.
- Be ready to answer what most interested you about the job posting.

## **After Hiring:**

- Create a professional picture for a website or other marketing.
- Write a biography for use in marketing materials. See other practice websites and Psychology Today for examples. What sets you apart? What is your care philosophy?
- Keep a list of insurance company credentialing notifications.
- Obtain a copy of the liability insurance declarations page for your records.
- Enroll in the state prescription drug monitoring program.

Contact Sam to discuss any of these topics in more detail. [Sam@BusinessNP.com](mailto:Sam@BusinessNP.com)

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