



# Physician employment contract checklist



*This document is intended to provide a brief list of key subjects and provisions that are addressed in most physician employment contracts. It is intended to help guide the initial review of your contract and includes space for your follow-up comments or questions. If your contract does not address one of these subjects or provisions, carefully consider why not and consider reviewing the contract with an attorney to address any lingering concerns.*

*This document does not address every potential contract or employment situation. It is always best to seek legal advice before signing an employment contract.*

**Employment type** (employee, shareholder/equity, contractor)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**Start Date**

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**Term of contract** (length, renewal process)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

### Physician duties

- Criteria for employment (licensure, credentialing)
- Clinical duties
- Administrative duties
- Patient acquisition process
- Locations covered

NOTES: \_\_\_\_\_  
\_\_\_\_\_

### Call coverage

- Method used to determine fair rotation
- Holidays and weekends

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**Protected time** (administrative, research, teaching)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**Sick, vacation, disability, family leave**

NOTES: \_\_\_\_\_  
\_\_\_\_\_

### CME

- Dollar amount
- Dedicated additional time off

NOTES: \_\_\_\_\_  
\_\_\_\_\_

### Professional costs

- Organized medicine dues
- Licensure
- Medical staff dues
- Certifications
- Non-medical continuing education

NOTES: \_\_\_\_\_  
\_\_\_\_\_

### Billing and fees

- Payment models
- Party responsible for billing and fee decisions
- Assignment of Medicare claims

NOTES: \_\_\_\_\_  
\_\_\_\_\_

*(continued on next page)*

# Physician employment **contract checklist** *(continued from previous page)*

## Compensation

- Salary
- Performance incentives
- Bonus structure
- Equity structure and timeline
- Signing bonus
- Performance-based compensation

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## Benefits

- Health insurance
- Dental insurance
- Disability insurance
- Life insurance
- Dependent coverage
- Retirement
- Loan forgiveness
- Relocation expenses

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## Professional liability coverage

- Amount of coverage
- Tail coverage (if a “claims made” policy)

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## Noncompete/Restrictive Covenant

- When is it triggered?
- Scope of practice prohibited
- Geographic scope prohibited
- Length of prohibition
- Buyout opportunity

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## Termination processes

- With cause
- Without cause
- Opportunity to remediate potential for-cause termination issues
- Retirement (mandatory, early, emeritus)
- Notice required prior to termination by either party

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## Dispute resolution (internal)

- Process
- Appeal
- Mandatory mediation or arbitration provision

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## Disclaimer

*The information in this document is intended to provide general education only, and does not provide specific legal advice. This document does not create an attorney-client relationship and is not a substitute for the advice of an attorney. It is always best practice to obtain legal advice from an attorney with expertise in the relevant subject matter and jurisdiction. Contract law varies from state-to-state, and this document is not intended to address each state's laws. The Minnesota Medical Association makes no guarantee as to the completeness of the information in this document.*

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