4 Tips for Proper Employee Selection

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Monday, 22 April 2013 09:23

Selecting the proper employee can make or break your medical practice, regardless of your specialty.

So much so that we wrote a piece on the entire recruitment process for *MedEsthetics* magazine, due out within the next few issues. Of course, we're happy to let you know when it's published on our blog here. In the meantime, we're providing more information on an isolated part of the process: what to consider when hiring a new employee.

Whether that person is an aesthetician, medical assistant, nurse or receptionist, all members of your practice are incredibly important: they represent you, your brand and the manner in which you are perceived by your patients and the public as a whole. A rude receptionist sets the tone for the entire visit... should a patient choose to book that appointment after a less-than-lovely phone interaction. From poor bedside manner to employee theft and clerical errors in your practice management software, curb the issues before they arise with a few of these simple selection tips:

- Once you post the position, carefully scrutinize the resumes as they begin to arrive. Eliminate typos, illegible formats and other initial turnoffs.
- Review the length of time the candidate spent with his/her previous employers. Warning signs appear when you see a series of five-month employers, and you don't want to add your name to that list.
- Confirm past employer references and verify your prospect's industry-related experience.
- Review scheduling conflicts. If the possible new employee is unavailable during your peak hours, wish them well on their search and explain you're not the office for them.

Contact us if you're looking for assistance in selecting a new employee. And, for more information on the employee selection process, how to prevent employee theft and more, visit the blog of The Best Medical Business Solutions here.

Last Updated on Monday, 29 April 2013 08:48