

## **The Conomikes Nine-Step Search Plan for Practice Administrators**

This is the Search Plan employed by the Conomikes medical practice consultants to successfully find the right candidate for your practice.

*Background: no two practices are alike. Therefore, the consultant starts the assignment by determining the Fit Factors needed for your Practice Administrator.*

### **Your Nine-Step Search Plan:**

1. Develop and analyze Administrator “fit factor” profile with physicians.
2. Design & placement of ads. Client is not identified. Responses go to the Conomikes organization.
3. Review and ranking of submitted resumes.
4. Contact and in-depth interviews with potential candidates.
5. Reference checking and resume checking, Narrow down to 2-4 best candidates.
6. Schedule and coordinate interviews with physicians.

All candidates interviewed “back-to-back” for best comparison.

Conomikes professional coordinates on-site.

7. Participate in review of candidates and selection process.
8. We make the offer and negotiate terms with the “best” candidate.

Develop the “Offer” letter for the group.

9. Provide an Indoctrination Plan for the new Administrator.

Important for the new administrator to have an effective start and learning guide.

### **The Conomikes Advantage**

Conomikes Associates are nationally-recognized practice management consultants. Since the 1970s, we have helped over 1,600 practices nationwide improve their performance and profitability. We apply our vast experience and skills to our Administrator Searches.

*Fees: Most search firms charge a flat fee of 25–30 percent of the annual salary of the new Administrator. Our fees are usually half of that, because our work is more specialized and focused.*

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