

# Phone Screening Guide for Home-Based Medical Care Hiring Managers

## Purpose

A structured, role-specific resource designed to support hiring managers in conducting consistent and effective preliminary interviews for key positions in home-based care. Typically used before the first formal interview, this guide helps screen out candidates who may not meet essential criteria and identify the most viable individuals to advance in the hiring process. It includes tailored questions for roles such as Physicians, APNs, RNs, medical assistants, and practice managers, covering clinical experience, logistical readiness, and alignment with organizational values. By standardizing the screening process, the guide enhances hiring quality, reduces bias, and ensures that candidates are well-suited for the unique demands of home-based care delivery.

| Position Information: |  |
|-----------------------|--|
| Date of Screening:    |  |
| Candidate Name:       |  |
| Interviewer Name:     |  |
| Source:               |  |
| Hiring Manager:       |  |
| Vacancy Job Title:    |  |
| Role Location:        |  |
| Candidate Location:   |  |

## Candidate Clarifying Details

- Name
- Email
- Telephone
- How did you hear of this opportunity? If referral – Name
- Are you interviewing with other Practices currently, where are you in the process?
- Do you require any type of Visa?
- (H-1B, TN, etc.)
- What is your availability to start?

## General

- Current / Previous Employer
- What are your base salary expectations?
- What's the main reason you're considering a new career opportunity right now?
- Why are you interested in this role? What makes you excited about the opportunity?
- What are your career goals?
- What do you feel are your strengths applicable to this role?
- What challenges do you anticipate with this role?

## Provider (MD/PA/APN)

- Describe your experience delivering care in patients' homes.
- How do you manage clinical decision-making when working independently?
- What experience do you have with palliative or hospice care?
- How do you document visits and manage EHRs while in the field?
- Are you comfortable traveling to multiple patient homes daily?
- How do you handle emotionally complex situations with patients and families?
- What strategies do you use to manage your schedule and patient load autonomously?
- Do you have experience with billing, coding, or documentation that supports revenue generation?
- Have you participated in value-based care initiatives or quality improvement programs
- Can you describe any involvement in financial oversight or budget planning related to clinical services?

## Registered Nurse (RN)

- Describe your experience providing skilled nursing care in home settings.
- How do you manage symptom control and medication administration independently?
- What is your approach to educating patients and caregivers in the home?
- Are you comfortable working solo in varied and unpredictable environments?
- How do you communicate with providers and team members while in the field?
- Do you have experience supporting patients through end-of-life care?
- How do you manage documentation and follow-up tasks while traveling between visits?

## Medical Assistant (MA)

- Describe your experience supporting providers in home-based care.
- How do you manage logistics such as supplies, equipment, and travel between visits?
- Are you comfortable working independently or with minimal supervision in the field?
- How do you document patient interactions and assist with EHRs?
- What is your approach to communicating with patients and caregivers in their homes?
- Do you have experience preparing patients for exams or assisting with procedures in non-clinical settings?

## Practice Manager

- Describe your experience managing operations for a mobile or home-based care team.
- How do you support staff working independently in the field?
- What systems do you use to manage scheduling, logistics, and compliance?
- How do you ensure documentation and billing accuracy across a decentralized team?
- Do you have experience with financial oversight, budgeting, or revenue cycle management?
- How do you track performance metrics and support quality improvement?
- What strategies do you use to recruit and retain staff in a home-based care model?
- Have you led initiatives to expand services or geographic coverage?
- Can you describe any efforts to improve financial performance or optimize reimbursement?



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