

**Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program**

Site Visit Checklist

Directions: Consider which of the following elements of a site visit your candidate(s) should experience. Fill in the specific data (such as contact information) needed to create an itinerary for the visit. For your convenience, WAHA can provide some of the information & material listed below.

Travel & Visit Arrangements:

- Book flight _____
- Arrange car rental _____
- Make hotel reservation _____
- Make dinner reservation _____
- Arrange site visit details _____
- Create & distribute itinerary _____
- Provide directions & maps _____

Healthcare community:

- Visit practice facility: _____
- Visit/tour St. Joseph Hospital; contact #: _____
- Meet with hospital administrators; contact: _____
- Visit Whatcom County Medical Society; contact #: 360-676-7630
- Meet with representative medical colleagues: _____

- Meet with other professional & support staff: _____

- Meet WAHA Physician Recruiter & members of committee; contact #: 360-788-6588
- Meet with patients: _____
- Attend dinner with representatives of group practice & families; arrangements: _____

- Other: _____
- Other: _____

Community-at-large:

- Meet with local real estate agent to tour housing options & neighborhoods; refer to WAHA list of community resources
- Tour schools and/or meet with school administrators; refer to Chamber of Commerce Resource website, www.bellingham.com, or Resource Guide.
- Visit local recreational facilities & sights
- Visit potential employers for spouse/significant other; refer to Chamber of Commerce
- Meet with financial agents; refer to WAHA list of community resources
- Visit local interest groups; refer to Chamber of Commerce Resource Guide.
- Attend cultural performances; refer to "Entertainment News NW"
- Other: _____
- Other: _____