

Greetings!

One of the “Foundational Pillars” of NCHCR is the ability to rapidly initiate splits with other health care recruiting members.

We are able to accomplish that by utilizing our Universal Split Agreement. You do not need to sign separate agreements with each member recruiting firm. The Universal Split Agreement has you covered. You are not required to do splits, but we strongly encourage it, especially with candidates you cannot immediately place.

So take a couple minutes to review this document, and you will understand the details of how the split process works. Enjoy!

A quick note on Ethics:

If a complaint is registered against another member, it is sent to the Ethics committee.

We take those rare violations very seriously. It sometimes takes us longer than the firm registering the complaint would prefer, but we are very thorough and allow ourselves as much as two weeks completing the process to ensure a confident outcome. In most instances we are able to resolve the issue amiable between the two firms. We do reserve the right to permanently revoke membership.

Here is how the Split Network of our Association works:

1) Login as a member of NCHCR.



The screenshot shows the homepage of the National Coalition of Healthcare Recruiters. The header includes the site's name and navigation links: Home, Member Benefits, For Physicians, Coalition Members, Contact Us, and About Us. Below the header is a banner image with text explaining that physician job search results may include opportunities from many recruiting firms. A secondary navigation bar contains links for Physician Login, Recruiter Login, Passive Candidate Program, Residency/Fellowship Database, Privacy, and Log Out. The main content area features a 'Recruiter Login' form with fields for Email Address and Password, a 'Remember My Password' checkbox, and a 'Login' button. A link for 'Forgot my Password' is also present, with a note below it: 'If you forgot your password, then please fill in your e-mail address, and then click on the link.'

2) Choose the **Job Option** function.



3) Choose Add New Jobs.



This is the screen that you will see. Enter in the information about the opportunity.

Job Detail [Add another job](#)

Send Hot Opportunities to John Frey You must "add" the job (bottom of this screen) before you can send the email.

Date Added

Specialty Required

City **In order to cross post to Indeed/Simplyhired/CareerJet only use actual city names. Otherwise leave this field blank**

Geographic Location **If you elect not to put in a city name, please tell us in miles how far away the location is from another location. i.e. 30 miles from Atlanta Suggestion: Don't put 30 south of Atlanta**

State(s) Required

<input type="checkbox"/> Alabama	<input type="checkbox"/> Mississippi	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Alaska	<input type="checkbox"/> Missouri	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Arizona	<input type="checkbox"/> Montana	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Alberta
<input type="checkbox"/> California	<input type="checkbox"/> Nevada	<input type="checkbox"/> British Columbia
<input type="checkbox"/> Colorado	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Manitoba
<input type="checkbox"/> Connecticut	<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Brunswick
<input type="checkbox"/> DC - Washington	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Newfoundland and Labrador
<input type="checkbox"/> Delaware	<input type="checkbox"/> New York	<input type="checkbox"/> Northwest Territories
<input type="checkbox"/> Florida	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Nova Scotia
<input type="checkbox"/> Georgia	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Nunavut
<input type="checkbox"/> Guam	<input type="checkbox"/> Ohio	<input type="checkbox"/> Ontario
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Prince Edward Island
<input type="checkbox"/> Idaho	<input type="checkbox"/> Oregon	<input type="checkbox"/> Quebec
<input type="checkbox"/> Illinois	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Saskatchewan
<input type="checkbox"/> Indiana	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Yukon
<input type="checkbox"/> Iowa	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> International
<input type="checkbox"/> Kansas	<input type="checkbox"/> South Carolina	<input type="checkbox"/> International- China/Shanghai/Beijing/Hong Kong
<input type="checkbox"/> Kentucky	<input type="checkbox"/> South Dakota	<input type="checkbox"/> International- Doha / Qatar
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Tennessee	<input type="checkbox"/> International- Kuwait City/ Kuwait
<input type="checkbox"/> Maine	<input type="checkbox"/> Texas	<input type="checkbox"/> International- Singapore-city / Singapore
<input type="checkbox"/> Maryland	<input type="checkbox"/> Utah	<input type="checkbox"/> International- Thailand / Bangkok

Please Do not add phantom jobs to draw candidates. Violators will be asked to leave NCHCR.

As an added value to our Coalition members, jobs posted on our website will be cross posted in the sponsored sections of Indeed.com, Simplyhired.com, Jobs2Careers.com, Jobrapido.com, and Careerjet.com.

Job Description
Required (3900
Character limit)

Community
Attractions (1000
Character limit)

Position Type(s)
Required

Permanent
 Locum Tenens
 Locum to Permanent
 Part Time

Visa Type
Required

Green Card H1-B J-1 O-1 U.S. Citizen

Active

(Optional) In-House
Job ID#

Open to Splits? Yes No

Placement Fee *** Only members see this information ***

Add

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4) Click the **Add Button** to enter the job into the system. The system will take you to the **Manage Your Jobs Screen**. You will see a one line entry for each of your jobs. Your jobs are now posted on NCHCR job board section of the site for candidates to see.

Once you add the job, the system puts you in the **Manage Your Jobs** section.

With this screen you can:

- Network with other healthcare recruiter members. **Hit the Match Button.** By doing this, the system will show you all available candidates that match your opportunity and are available for a split placement (all self-profiled candidates are a full placement).
- Renew or Delete your Opportunities so that they never get beyond 30 days old.
- Designate your opportunities **Open to Splits** with a **Yes/No** option.

[Add New Jobs](#) or Click on Job ID to view and edit Job Details [View Expiring Jobs](#)

Results per page: 20

Type: Speciality: State: JobId or InHouseId:

12 Results found

JobId	InHouseId	Position	State	Speciality	Recruiter	Visa	Matches	<input type="checkbox"/> Renew	<input type="checkbox"/> Delete	Open To Splits	Yes	No	Locate
229481	test12	Permanent	GA	Academic Medicine	NCHCR	Green Card, U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
212039	test4	Permanent	AL	Academic Medicine	NCHCR	Green Card	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
190212		Part Time	AR	Aerospace Medicine	NCHCR	Green Card	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
190211		Part Time	AL	Aerospace Medicine	NCHCR	Green Card	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
190210		Part Time	AK	Aerospace Medicine	NCHCR	Green Card	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
190138		Permanent	AK	Allergy	NCHCR	U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
171415		Permanent	KS	Aerospace Medicine	NCHCR	Green Card	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
156018		Permanent	TX	Dermatology	NCHCR	U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
156017		Permanent	TX	Dermatology	NCHCR	U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
128441	test	Permanent	IL	Otolaryngology	NCHCR	J-1	Match	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
17454		Permanent	FL	Family Practice	NCHCR	Green Card, U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
2733		Permanent	MS	Dermatology	NCHCR	U.S. Citizen	Match	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

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5) Now select one of the opportunities you would like to network with other recruiters. Just click the “match button” and it will pull up all the candidates who match your Specialty and State. The results will be both “self-profiled” candidates, and candidates other members want to share with other members.

This is what the screen looks like if you click the match button for job ID # 17454 Family Practice in Florida:

These Physicians in the system match one or more of the jobs you have available.

Results per page:

72 results found for JobID 17454

PhysicianID	DateAdded	Recruiter	1	2	3	4	State	Type	Visa	Email	View/Email
155032	03/12/2012	Genesis Healthcare Consultants						Profiled	U.S. Citizen	genhc1@gmail.com	[Details]
157685	12/13/2012	Genesis Healthcare Consultants						Profiled	U.S. Citizen	genhc1@gmail.com	[Details]
157684	12/13/2012	Genesis Healthcare Consultants						Profiled	U.S. Citizen	genhc1@gmail.com	[Details]
152955	08/30/2011	InSync Healthcare Recruiters						Profiled	U.S. Citizen	vicky@insyncrecruiters.com	[Details]
159182	04/24/2013	LI						Profiled	U.S. Citizen	Kschramm@locuminteractive.com	[Details]
159769	06/13/2013	Links Medical Associates						Profiled	U.S. Citizen	eofokansi@links-medical.com	[Details]
159866	06/25/2013	Links Medical Associates						Profiled	U.S. Citizen	eofokansi@links-medical.com	[Details]
154321	01/08/2013	Merrion Healthcare Solutions, LLC						Profiled	U.S. Citizen	merrion@merrionhealthcare.com	[Details]
159930	07/02/2013	Murdock Consulting						Profiled	U.S. Citizen	steve@murdockconsultingmd.com	[Details]
159915	06/29/2013	Murdock Consulting						Profiled	U.S. Citizen	steve@murdockconsultingmd.com	[Details]

This search pulled up 72 potential candidates.

Now click on the **Details** button to get a full description of the candidate:

Residents/Fellowships 2013	Program Directors 2013	Passive Candidate	Locum Tenens Services
Residents/Fellowships 2014	Program Directors 2014	Hot Jobs	Hot Candidates
Physician Profile # 155032			
First Name	FP2214		
Or In-House ID #			
Specialty	Family Practice		
City			
State			
Email:	genhc1@gmail.com		
Home Phone:			
Work Phone:			
Visa Status	U.S. Citizen		
Position Desired	Permanent		
Board Certified	No		
Licensure	Arizona - DO		
Preferred States	CA, DC, FL, IL, NY, PA, WA		
MD/DO Graduation date:	2009		
Medical School Attended	Touro University, Vallejo California		
Availability	September 2012		
Requirements	All US trained Family Practitioner. Looking for an outpatient only position. WILL ONLY CONSIDER METRO AREAS OR SUBURBS IN THE FOLLOWING CITIES: SAN FRANCISCO LOS ANGELES CHICAGO NEW YORK CITY PHILADELPHIA WASHINGTON DC SEATTLE MIAMI FORT LAUDERDALE Will consider private practice, multi-specialty group, urgent care or a federally funded health center. Will see pediatrics through geriatric patients. Osteopathic training in medical school, MD trained in residency. Has some school loans so, loan repayment would be ideal but not mandatory. Great candidate, ready to sign.		
Provider Type	D.O		
Type Candidate	Profiled		
Type of communication:	Both		
CV/Resume:			

Note: If you like the candidate profile, you can send an email from the system, so the other recruiter knows you are an NCHCR member.

Email Coalition or Physician member:
Please fill out the form below to contact a Coalition Member or Physician.

Recruiter Information (if applicable):
Company Name: Genesis Healthcare Consultants
Recruiter Name: David Burton
Contact Phone: 8188856186

Comments

[Send Email](#)

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6) If you like the candidate profile, send an email to the other member.
The system automatically sends an email that shows both your opportunity posting, and the profile of the candidate posted by the other NCHCR member.
Here is an example of the email:

My firm has the following opportunity we would like to discuss with you

Organization Making Request: NCHCR
Recruiter Making Request: John
Recruiter Phone #: 304-699-5426
Requesting Recruiter's Email: johnfrey@nchcr.com

Dear David Burton,

Comment:

Hello David, this is a test from John Frey. Have a great weekend! I hope you are enjoying retirement.

Job ID: 17454
Specialty:
State: FL
Recruiter: NCHCR
In-house ID:
Recruiter Email: johnfrey@nchcr.com
Visa Information: U.S. Citizen, Green Card

Job Description:
Sorry but this is a test we use to ensure our system is working.
Community Attractions:

This is the profile information you provided us.

Organization: Genesis Healthcare Consultants
Recruiter: David
Recruiter Phone #: 818-885-6186
Recruiter's Email: genhc1@gmail.com

NCHCR.COM Physician ID: 155032
Inhouse/Name: FP2214

Physician Profile

First Name Or In-House ID #: FP2214
Specialty: Family Practice
City:
State:
Email: genhc1@gmail.com
Home Phone:
Work Phone:
Visa Status: U.S. Citizen
Position Desired: Permanent
Board Certified: No
Licensure: Arizona - DO
Preferred States: CA, DC, FL, IL, NY, PA, WA
MD/DO Graduation date: 2009
Medical School Attended: Torro University, Vallejo California

Availability: September 2012
Requirements: All US trained Family Practitioner. Looking for an outpatient only position. WILL ONLY CONSIDER METRO AREAS OR SUBURBS IN THE FOLLOWING CITIES: SAN FRANCISCO LOS ANGELES CHICAGO NEW YORK CITY PHILADELPHIA WASHINGTON DC SEATTLE MIAMI FORT LAUDERDALE Will consider private practice, multi-specialty group, urgent care or a federally funded health center. Will see pediatrics through geriatric patients. Osteopathic training in medical school, MD trained in residency. Has some school loans so, loan repayment would be ideal but not mandatory. Great candidate, ready to sign.
Provider Type: DO
Type Candidate: Profiled
Type of communication: Both

7) You now have an email to remind you to call the other recruiter. You want to ensure your email does not get lost in their spam folder. Give the other member a call. They know you are an NCHCR member based on the email, so you are able to immediately start working on the placement.

Our network functionality is very efficient. You will definitely make more placements with this phenomenal tool for your use. All our members are health care recruiters.

With over 600 members, you will find NCHCR/ACHCR will meet your networking needs. Most of our members no longer participate in other networks.

They love our efficient, safe network functionality!!!