

**Sample****ADVENTURES  
IN MEDICINE**

# Physician Candidate Itinerary

HOSPITAL ABC

WE INVITE JOHN DOE, M.D.  
TO EXPLORE THE FAMILY PRACTICE OPPORTUNITY  
THURSDAY, OCTOBER 1st – SATURDAY, OCTOBER 3rd, 20XX

THURSDAY, OCTOBER 1, State Flight XXX  20XX	
	<b><i>Welcome!</i></b>
Flight Information	Arrival: 3:20 p.m. ABC Airport City <i>Sally will greet Dr. Doe at the airport and have him follow her to the hotel.</i>
Rental Car Information	<b>Hertz</b> ABC Airport Confirmation # F-XXX-XXX-XX
Hotel Accommodations	<b>The Hilton Garden Inn</b> Address City, State Zip code Phone Number Confirmation # XXXXXXXXXXX
3:45 p.m.	Community Tour Sally Smith – Physician Recruiter <b><i>After the tour, Sally will escort Dr. Doe back to the hotel.</i></b>
5:45 p.m.	Dr. Johnson will meet Dr. Doe in the lobby of the hotel and escort him to dinner.
6:00 p.m.	Dinner – <b><i>Name of Restaurant</i></b> Address City, State, Zip Code Phone Number  ABC Clinic Providers  <b><i>Reservations have been made under Dr. Johnson and arrangements have been made for a direct bill. After dinner, Dr. Johnson will escort Dr. Doe back to the hotel.</i></b>

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FRIDAY, OCTOBER 2nd, 20XX	
8:45 a.m.	Dr. Johnson will meet Dr. Doe in the lobby of the hotel and escort him to the ABC Clinic.
9:00 a.m.	<i>Dr. Johnson will tour Dr. Doe around the ABC facility and introduce him to the providers and staff.</i>  <b>After the tour, Dr. Johnson will escort Dr. Doe to the ABC Clinic, where they will continue meeting.</b>
11:00 a.m.	Amy Smith – Marketing Representative, Family Practice Barb Greco – Department Coordinator, Family Practice <b>5th level – Orange</b> amy.smith@abc.org barb.greco@abc.org
11:30 a.m.	Staci Castro – Vice President, Medical Services <b>1st level – Clinic Administration</b> Staci.castro@abc.org
12:00 p.m.	<i>Lunch</i> James Johnson, M.D. – Chief, Section of Family Medicine Phillip Williams, M.D. – Associate, Family Medicine <b>1st level – Clinic Administration Conference Room B</b> james.johnson@abc.org phillip.williams@abc.org
1:00 p.m.	Tour –Clinic Tour/ABC Hospital Carrie Vukas – Coordinator, Physician Recruiting
1:30 p.m.	Sam Cartwright, FNP-C – Family Medicine <b>5th level – Orange</b> Sam.cartwright@abc.org
2:00 p.m.	Bob Lee – Practice Administrator, Family Medicine <b>2nd level – Yellow</b> bob.lee@abc.org
2:30 p.m.	Frank Sinatra – Benefits Specialist, Human Resources <b>6th level – Physician Recruiting Conference Room</b> frank.sinatra@abc.org
3:00 p.m.	Joseph Schafer, M.D. – President, ABC Clinic <b>1st level – Clinic Administration</b> joseph.schafer@abc.org

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3:30 p.m.	<p><i>After the interview, Sally will escort Dr. Doe to the hotel and have him follow her to City, State.</i></p> <p><i>Jenna will escort Dr. Doe on a tour of the _____ area.</i></p>
	<p><b><i>Please feel free to enjoy dinner on your own this evening; we will provide you with recommendations for restaurants.</i></b></p>
<b>SATURDAY, OCTOBER 3rd, 20XX</b>	
Flight Information	<p>Departure: 6:22 a.m.  Airport  Elmira, NY  Delta Flight XXX</p>
	<p><b><i>Please check out this morning and return your rental car to the airport. Thank you for visiting ABC Hospital!</i></b></p>

***If you have any questions, please contact Sally at xxx-xxx-xxxx (office) or xxx-xxx-xxxx (cell).***