

**WARREN SURVEYS**

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**SAMPLE JOB DESCRIPTION REQUEST FORM**

As publishers of *The HMO Salary Survey*, Warren Surveys receives frequent requests from Human Resource personnel within the HMO and managed care industry regarding more detailed job descriptions.

Our sample job descriptions are available to participating subscribers at a very low cost. It was our first thought to publish a manual of generic job descriptions and make it available on a subscriber basis. However, with our library of information constantly growing and changing, it was the general consensus of our staff that it would be more cost effective and efficient to provide the information as service of information exchange. If you are a participating subscriber to *The HMO Salary Survey*, we can provide you with sample job descriptions at \$40.00 for each position you request. Our samples are actual job descriptions which are edited to maintain the anonymity of the contributing organizations. For each position you request, you will receive as many samples as we have available. If we search our database and find no descriptions available for a particular position, there will be no charge.

**To order sample job descriptions, simply complete the information below and return it to the Director of Research at the above fax number or mailing address. \*\***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your Warren Survey User ID (located inside front cover of survey): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**Please list the job titles for which you would like sample written job descriptions.**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

\*\* We do not provide this service to consulting firms, associations, or any other non-participating organizations. Please call our office to discuss your particular needs and how you can become a participating subscriber.

*Warren Surveys is a service of DeMarco and Associates, Inc. and is the sole owner of the most comprehensive information database on HMO and Managed Care salaries in the United States. All information has a Warren Surveys copyright.*