

Part Three: CHECKLIST FOR EVALUATING OPTIONS AND PROVIDERS

The following section contains all items discussed in Part Two. ([Click here to access customizable checklists in MS Word.](#))

CHECKLIST CONTENTS

Section A: Self Assessment

- Financial considerations
- People considerations
- Other performance considerations

Section B: Preparing to Speak with Potential Providers

- Inventory
- Current Services
- Current costs
- Identifying potential providers

Section C: Screening Potential Providers

- Contract coverage and costs
- CE and IT responsibilities
- Additions and reductions in service
- Periodic incremental increases
- Incidental costs
- Start up plans
- Restrictions on hiring
- Due diligence
- References

Section D: Negotiating with a Provider

- Introducing the operations staff
- Strategic planning
- Equipment acquisition
- Equipment installation
- Staff training
- Equipment maintenance
- Hazard notices and recalls
- Incidents and accidents
- Committees and task forces
- Accreditation and regulatory compliance
- Patient safety initiatives

Performance measures
Documentation and reports
Provider staff competency
Fiduciary requirements
Other considerations for the contract

Section E: Preparing for Transition

Start up
Problem resolution
Exit Strategies



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