

USING VENDORS AND CONTRACTS VS. HIRING INTERNALLY

Use this worksheet to track decisions about insourcing vs. outsourcing certain services. Place an X in the Insource or Outsource columns based on whether planning to insource or outsource each PACE service/role, based on the budgeted PMPM rate, candidates being considered, and other comments.

Note: this list includes items that are very unlikely to be insourced (such as hospital care and anesthesiology). They are still included here as a reminder of the breadth of services that must be considered.

PACE Services/Roles	Insource	Outsource	Budgeted Rate (PMPM)	Candidates	Comments
Institutional					
Dialysis					
Emergency Department					
Hospital Inpatient Services					
Hospital Outpatient Services					
Oxygen					
Skilled Nursing					
Clinical Specialties					
Anesthesiology					
Audiology					
Cardiology					
Dentistry					
Dermatology					
Gastroenterology					
Gynecology					
Internal Medicine					
Nephrology					
Neurosurgery					

PACE Services/Roles	Insource	Outsource	Budgeted Rate (PMPM)	Candidates	Comments
Oncology					
Ophthalmology					
Oral Surgery					
Orthopedic Surgery					
Otorhinolaryngology					
Plastic Surgery					
Pharmacy Consulting Services					
Podiatry					
Psychiatry					
Pulmonary Disease					
Radiology					
Rheumatology					
Surgery					
Thoracic and Vascular Surgery					
Urology					
Home Health					
Home Health RN					
Home Health Aide					
Rx					
Pharmacy Staff					
Medications					
Primary Care					
Primary Care Clinic Staff					
Primary Care Physician Services					
Primary Care Nurse Practitioner					
Medical Director					
Medical Records/Coding Staff					

PACE Services/Roles	Insource	Outsource	Budgeted Rate (PMPM)	Candidates	Comments
Ancillary					
Lab and Diagnostic Services					
Behavioral Health					
Laboratory tests, x-rays and other diagnostic procedures					
Prosthetics and durable medical equipment (DME), corrective vision devices such as eyeglasses and lenses, hearing aids, dentures, & needed repairs/ maintenance					
Residential					
Custodial Nursing Home					
Housing					
Transportation					
Ambulance					
Transportation					
Psychosocial					
Social Services					
Physical Therapy					
Occupational Therapy					
Speech Therapy					
Adult Day Center Supervision					
Adult Day Center Personal Care					
Recreational Therapy					
Pastoral Care					
Dietary Staff					
Dietary Staff, Nutritional Counseling					
Meals					

PACE Services/Roles	Insource	Outsource	Budgeted Rate (PMPM)	Candidates	Comments
Administration					
Program Director					
Quality Assurance/ Infection Control					
Admissions/Intake					
Administrative Staff					
Accounting					
Human Resources					
Finance					
Marketing					
Adult Day Center Space					
Clinic Housekeeping					
Program Oversight					
Regulatory Compliance					
Contracting					
Government Relations					
Technology					
Information Technology					
Electronic Health Record					
Third Party Administrator (TPA)					
Telehealth					