

# NEGOTIATION

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## Negotiation

- This worksheet is designed to assist HEs in negotiations with hospitals to:
  - Serve as a consultant healthcare epidemiologist
  - Establish/strengthen role within a leadership group (e.g. hospital incident management team [HIMT] for HICS)
  - Request resources
  - Negotiate compensation
- These techniques can apply to a range of activities and are provided as suggestions. Scenarios vary, and the individual should use his/her own judgement in applying them.
- The notes column is provided to help you prepare responses for the interview/negotiation.

	Activity	Notes
Preparing for the negotiation	Get to know the hospital	
	Available resources/relationships to learn more about the hospital	
	Hospital's concerns	
	Hospital's opportunities	
	Ways your services fit	

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	Activity	Notes
	Identify champions (trusted persons by/in leadership involved directly or indirectly in shepherding the decision on your contract/proposal)	
	Who	
	Role(s)	
	Needs	
	Problems	
	Insight into hospital's:	
	Values	
	Culture	
	Barriers	
	Concerns	
	Challenges	
	Opportunities	

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	Activity	Notes
	Ways you can provide solutions for champion(s) and hospital	
	Will you provide administrative services, clinical services, or both?	
	Ways hospital's needs pair with your qualifications and expertise	
	External factors, laws, and regulations	
	Physician self-referral law/Stark Law	
	Inurement	

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	Activity	Notes
	Compensation	
	Salary or hourly rate	
	Comparable salaries/hourly rates (information available via Doximity, Medscape, Career Navigator, and others)	
	Calculate separate rate for legal case review and clinical vs. administrative work, which changes the classification of the contract	
	Calculate Medical Group Management Association (MGMA) percentile	
	Region adjustment	
	Cost of overhead	

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	Activity	Notes
	Your Best Alternative to Negotiated Agreement (BATNA)	
	Your prioritized interests (services, scope of work, compensation, billing standard, benefits, intangibles, availability, resources)	
	The hospital's prioritized interests (services, scope of work, compensation, billing standard, benefits, intangibles, availability, resources)	
	Your/your champion's financial argument (e.g. government mandate, financially positive revenue, lives saved, risk mitigation, malpractice avoidance)	
	Actions you might take if no agreement is reached	
	Actions the hospital might take if no agreement is reached	
	Reservation value (lowest value deal you are willing to accept)	
	Your BATNA	
	Your guess of the hospital's BATNA	

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	Activity	Notes
After the negotiation	Timelines	
	Follow-up information from champion(s)	
	Information requested by interviewer/panel	
The contract/in-processing	Services you will provide	
	Is this an exclusive service contract?	
	If not exclusive, how are you expected to handle conflicts with other hospitals, e.g., during a disaster when you are needed at all facilities with which you have contracts?	
	Compensation	
	Invoicing procedure(s)	



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	Activity	Notes
	Block billing standard	
	Availability requirement(s)	
	Indemnification (e.g. for non-clinical services, both clinical and administrative services)	
	Resources	
	Infrastructure	
	Technology	
	Leadership role(s)	
	Expected participation in groups/committees	
	Modes of contact	