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# Cost of Visiting Staff Turnover

Fazzi Associates  
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Calculations are based on one (1) Visiting Staff Person.

Column A

Column B

Enter Number of Weeks for Vacancy Period:

## Vacancy Costs Per Week

Enter weekly cost in column A. **Multiply** column A by number of weeks and enter in column B.

1. Weekly cost for per diem staff prior to start date of new hire:

\$

2. Weekly cost for FT/PT staff overtime prior to new hire:

\$

3. Weekly wages/benefits not paid due to open position:

\$

**Total Vacancy Costs** Add lines 1 and 2. Subtract line 3. Multiply result by number of weeks for total.

\$

## Lost Revenue

4. Number of patients turned away due to staff person vacancy: Enter number in column A.

5. Average Medicare reimbursement per lost patient: Enter average amount in Column A.

\$

**Total Lost Revenue** Multiply line 4 by 5. Enter result in column B.

\$

## Recruitment Costs (Total Costs for this Position)

6. Advertisements (newspapers, radio, TV): Enter total cost in column A.

\$

7. Targeted mailings: Enter total cost in column A.

\$

8. Professional recruiter: Enter total cost in column A.

\$

9. Open house: Enter total cost in column A.

\$

10. HR cost for interviews (include mgt/HR time): Enter total cost in column A.

\$

**Total Recruitment Costs** Add lines 6, 7, 8, 9 and 10. Enter result in column B.

\$

## Hiring Costs (Total Costs for this Position)

11. Pre-employment fees (CORI, health exam): Enter total cost in column A.

\$

12. Sign-on bonus: Enter total cost in column A.

\$

**Total Hiring Costs** Add lines 11 and 12. Enter result in column B.

\$

## Orientation Costs (Total Costs for this Position)

13. Staff preceptor expense: Enter total cost in column A.

\$

14. In-house orientation: Enter total cost in column A.

\$

15. Per diem staff and/or overtime until new employee is at full productivity:

\$

Enter total cost in column A.

**Total Orientation Costs** Add lines 13, 14, and 15. Enter result in column B.

\$

## 16. Turnover Cost for One Visiting Staff Person

Add total Vacancy, Lost Revenue, Recruitment, Hiring, and Orientation costs.

\$

17. Number of vacancies per year: Enter annual vacancies.

**Total Annual Turnover Cost for Visiting Staff** Multiply line 16 by 17.

\$