COST UNIT LEADER

Mission: Responsible for providing cost analysis data for the incident and maintenance of accurate records of incident costs.

Position Reports to: Finance/Administration Section Chief  Command Location: ________________

Position Contact Information: Phone: (      ) - Radio Channel: ________________
Hospital Command Center (HCC): Phone: (      ) - Fax: (      ) -

Position Assigned to: Date: / / Start: ____:____ hrs.
Signature: Initials: End: ____:____ hrs.

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Immediate Response (0 – 2 hours)

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<tr>
<th>Time</th>
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Receive appointment
- Obtain briefing from the Finance/Administration Section Chief on:
  - Size and complexity of incident
  - Expectations of the Incident Commander
  - Incident objectives
  - Involvement of outside agencies, stakeholders, and organizations
  - The situation, incident activities, and any special concerns
- Assume the role of Cost Unit Leader
- Review this Job Action Sheet
- Put on position identification (e.g., position vest)
- Notify your usual supervisor of your assignment

Assess the operational situation
- Obtain information and status from the Finance/Administration Section Chief
- Provide information to the Finance/Administration Section Chief on the operational situation of the Cost Unit

Determine unit objectives, tactics, and assignments
- Based on the unit’s objectives for the response period consider the issues and priorities:
  - Determine strategies and how the tactics will be accomplished
  - Determine needed resources
- Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing

Activities
- Establish cost reporting procedures, including proper coding
- Implement third-party billing procedures
- Implement procedures for receiving and depositing funds
- Provide status updates to the Finance/Administration Section Chief regularly to discuss Incident Action Plan (IAP), advising of accomplishments and issues encountered
### COST UNIT LEADER

- Provide regular updates to unit personnel and inform them of strategy changes as needed
- Log purchases on HICS 256: Procurement Summary Report, forward to Procurement Unit Leader every eight hours or as requested

#### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period
- HICS 256: Initiate purchase tracking on Procurement Summary Report

#### Resources
- Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit
- Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit

#### Communication
_Hospital to complete:_ Insert communications technology, instructions for use and protocols for interface with external partners

#### Safety and security
- Ensure that all unit personnel comply with safety procedures and instructions

### Intermediate Response (2 – 12 hours)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Transfer the Cost Unit Leader role, if appropriate</td>
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<td>o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</td>
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<td>o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</td>
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<tr>
<td>Maintain cost tracking and analysis</td>
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<td>Ensure that tracking data will meet state and federal reimbursement guidelines</td>
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<td>Include data on lost revenue from canceled surgeries, procedures, admissions and clinic appointments</td>
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<td>Collect copies, summaries, or original documentation of costs from all cost centers</td>
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<td>Prepare a cost-to-date summary report for submission to the Finance/ Administration Section Chief every eight hours or as requested</td>
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<td>Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or the Incident Commander</td>
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<td>Meet regularly with the Finance/Administration Section Chief for status reports</td>
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<td>Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct</td>
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## COST UNIT LEADER

- Maintain a log of all purchases related to the incident on HICS 256: Procurement Summary Report, and forward to the Procurement Unit Leader every eight hours or as requested

### Documentation
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- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period
- HICS 256: Log all purchases on Procurement Summary Report

### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader

### Communication
- Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners

### Safety and security
- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit

### Extended Response (greater than 12 hours)

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<td>Continue to prepare a summary of all costs incurred during the incident every eight hours or as requested</td>
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<td>Provide updates to the Finance/Administration Section Chief and unit personnel</td>
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### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
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## COST UNIT LEADER

- **HICS 214**: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- **HICS 252**: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period
- **HICS 256**: Log all purchases on Procurement Summary Report

### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader

### Communication

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security
- Ensure that all unit personnel continue to comply with safety procedures and instructions
- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
- Provide for staff rest periods and relief
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques

### Demobilization/System Recovery

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<td>As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader</td>
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<td>Compile final cost accounting reports for the Finance/Administration Section Chief</td>
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<td>Assist coordination of resupply, ordering and restocking of equipment</td>
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<td>Notify the Finance/Administration Section Chief when clean-up and restoration is complete</td>
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<td>Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements</td>
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<td>Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</td>
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<td>Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:</td>
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<td>o Review of pertinent position descriptions and operational checklists</td>
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<td>o Recommendations for procedure changes</td>
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### COST UNIT LEADER

- **Accomplishments and issues**
  - Participate in stress management and after action debriefings

### Documentation
- HICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Planning Section Documentation Unit
- Provide final reports as requested

### Documents/Tools
- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- Hospital financial data forms
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication