

## COST UNIT LEADER

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

Position Reports to: <b>Finance/Administration Section Chief</b> Command Location: _____		
Position Contact Information: Phone: (____) _____ - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (____) _____ - _____ Fax: (____) _____ - _____		
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain briefing from the Finance/Administration Section Chief on:                             <ul style="list-style-type: none"> <li>○ Size and complexity of incident</li> <li>○ Expectations of the Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Cost Unit Leader</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul>		
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Obtain information and status from the Finance/Administration Section Chief</li> <li>• Provide information to the Finance/Administration Section Chief on the operational situation of the Cost Unit</li> </ul>		
<p><b>Determine unit objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li>• Based on the unit's objectives for the response period consider the issues and priorities:                             <ul style="list-style-type: none"> <li>○ Determine strategies and how the tactics will be accomplished</li> <li>○ Determine needed resources</li> </ul> </li> <li>• Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing</li> </ul>		
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Establish cost reporting procedures, including proper coding</li> <li>• Implement third-party billing procedures</li> <li>• Implement procedures for receiving and depositing funds</li> <li>• Provide status updates to the Finance/Administration Section Chief regularly to discuss Incident Action Plan (IAP), advising of accomplishments and issues encountered</li> </ul>		

## COST UNIT LEADER

<ul style="list-style-type: none"> <li>• Provide regular updates to unit personnel and inform them of strategy changes as needed</li> <li>• Log purchases on HICS 256: Procurement Summary Report, forward to Procurement Unit Leader every eight hours or as requested</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li>• 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</li> <li>• HICS 256: Initiate purchase tracking on Procurement Summary Report</li> </ul>		
<b>Resources</b> <ul style="list-style-type: none"> <li>• Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit</li> <li>• Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
<b>Safety and security</b> <ul style="list-style-type: none"> <li>• Ensure that all unit personnel comply with safety procedures and instructions</li> </ul>		

Intermediate Response (2 – 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer the Cost Unit Leader role, if appropriate               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ 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)</li> </ul> </li> <li>• Maintain cost tracking and analysis</li> <li>• Ensure that tracking data will meet state and federal reimbursement guidelines</li> <li>• Include data on lost revenue from canceled surgeries, procedures, admissions and clinic appointments</li> <li>• Collect copies, summaries, or original documentation of costs from all cost centers</li> <li>• Prepare a cost-to-date summary report for submission to the Finance/ Administration Section Chief every eight hours or as requested</li> <li>• Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or the Incident Commander</li> <li>• Meet regularly with the Finance/Administration Section Chief for status reports</li> <li>• Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct</li> </ul>		

## COST UNIT LEADER

<ul style="list-style-type: none"> <li>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</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li>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</li> <li>HICS 256: Log all purchases on Procurement Summary Report</li> </ul>		
<b>Resources</b> <ul style="list-style-type: none"> <li>Assess issues and needs in unit areas; coordinate resource management</li> <li>Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
<b>Safety and security</b> <ul style="list-style-type: none"> <li>Ensure that all unit personnel comply with safety procedures and instructions</li> <li>Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> <li>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</li> </ul>		

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Cost Unit Leader role, if appropriate                             <ul style="list-style-type: none"> <li>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</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>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)</li> </ul> </li> <li>Continue to prepare a summary of all costs incurred during the incident every eight hours or as requested</li> <li>Provide updates to the Finance/Administration Section Chief and unit personnel</li> <li>Continue to maintain a log of all purchases related to the incident, HICS 256 - Procurement Summary Report, and forward to the Procurement Unit Leader every eight hours or as requested</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>HICS 213: Document all communications on a General Message Form</li> </ul>		

## COST UNIT LEADER

<ul style="list-style-type: none"> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li>• 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</li> <li>• HICS 256: Log all purchases on Procurement Summary Report</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assess issues and needs in unit areas; coordinate resource management</li> <li>• Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li>• Ensure that all unit personnel continue to comply with safety procedures and instructions</li> <li>• 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</li> <li>• Provide for staff rest periods and relief</li> <li>• Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> </ul>		

Demobilization/System Recovery	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Transfer the Cost Unit Leader role, if appropriate               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ 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)</li> </ul> </li> <li>• 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</li> <li>• Compile final cost accounting reports for the Finance/Administration Section Chief</li> <li>• Assist coordination of resupply, ordering and restocking of equipment</li> <li>• Notify the Finance/Administration Section Chief when clean-up and restoration is complete</li> <li>• Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements</li> <li>• Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</li> <li>• 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:               <ul style="list-style-type: none"> <li>○ Review of pertinent position descriptions and operational checklists</li> <li>○ Recommendations for procedure changes</li> </ul> </li> </ul>		

## COST UNIT LEADER

<ul style="list-style-type: none"> <li>○ Accomplishments and issues</li> <li>● Participate in stress management and after action debriefings</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 221: Demobilization Check-Out</li> <li>● Ensure all documentation is submitted to the Planning Section Documentation Unit</li> <li>● Provide final reports as requested</li> </ul>		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 - Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> HICS 252 - Section Personnel Time Sheet</li> <li><input type="checkbox"/> Hospital financial data forms</li> <li><input type="checkbox"/> FEMA reimbursement guidance and forms</li> <li><input type="checkbox"/> State and Department of Homeland Security reimbursement forms</li> <li><input type="checkbox"/> Hospital Emergency Operations Plan</li> <li><input type="checkbox"/> Incident Specific Plans or Annexes</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> </ul>