

## COST UNIT LEADER

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

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Establish cost reporting procedures, including proper coding.		
Implement third-party billing procedures.		
Implement procedures for receiving and depositing funds.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Maintain cost tracking and analysis.		
Collect copies, summaries, or original documentation of costs from all cost centers.		
Prepare a cost-to-date summary report for submission to the Finance/Administration Section Chief every eight hours and as requested.		
Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or Incident Commander.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue		



<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
you are not able to correct or resolve.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to prepare a summary of all costs incurred during the incident every 8 hours and as requested.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
As needs for the Cost Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile final cost accounting report(s) to Finance/Administration Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Complete all cost records and prepare a report/summary of incident costs.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul>



**Documents/Tools**

- Standard cost accounting protocols/procedures
- Cost-to-date summary report form