



PROCUREMENT / COST / CLAIMS UNIT LEADER

Mission: Provide cost analysis data for the declared emergency incident and maintain accurate records of incident cost. Responsible for administering accounts receivable and payable to contract and non-contract vendors. Responsible for receiving, investigating, and documenting all claims reported to have occurred on nursing home property during the emergency incident.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: Finance /Administration Section Chief - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____	Fax: _____	Email: _____		
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Establish cost reporting procedures, including proper coding.		
Implement third-party billing procedures.		
Implement procedures for receiving and depositing funds.		
Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan.		
Establish a line of communication with the Support Branch Director to ensure resource coordination.		
Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative.		
Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes.		
Establish and document emergency agreements for the sharing, transfer of materials, equipment, and supplies, etc., to other entities.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Establish a line of communication with the Safety Officer to identify potential claims by employees or non-employees.		
Assist the Finance/Admin Section Chief to receive, investigate and document all claims issued by employees and non-employees. Obtain statements as quickly as possible from claimants and witnesses. Use video and/or photos as appropriate.		

ON-GOING	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Section members.		
Maintain cost tracking and analysis: <ul style="list-style-type: none"> • Collect copies, summaries, or original documentation of costs from all cost centers • Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Finance/Administration Section Chief • Maintain a log and forward a summary accounting of incident-related purchases and costs on the Procurement Summary Report (see NHICS Form 256) to the Finance/Admin Section Chief every eight hours, or as determined 		
Inform Finance/Admin Section Chief of all claims as they are reported.		
Document claims on facility risk/loss forms. Coordinate with facility Risk Manager.		
Ensure that records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained and available.		
Coordinate with the Supply Unit Leader to ensure that procurements meet the needs of requestors.		
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 you are not able to correct or resolve.		
Work with Service Branch as appropriate to secure/recover critical facility financial records.		
Continue to Coordinate with Supply Unit Leader and others to ensure that procurements meet the needs of requestors.		
Continue to track all costs and collect invoices and other records as needed to reconcile financial records and document reimbursement claims.		
Continue to investigate and document all claims by employees and non-employees.		



Finance/Administration | Job Action Sheet
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ON-GOING	Time	Initial
Continue to prepare a summary of all costs incurred during the incident every 8 hours or as requested. Continue to maintain the Procurement Summary Report (see NHICS Form 256), identifying all contracts initiated during the incident.		
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 Safety Officer. 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.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"><li data-bbox="175 953 440 982">• Incident Action Plan<li data-bbox="175 995 745 1024">• NHICS Form 256: Procurement Summary Report

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee