

POSITION #14, TITLE: Finance Section Chief Coordinator

Direct Supervisor: EDS Coordinator

Mission: Documenting costs in order to obtain available State & Federal reimbursements in situation of declared emergencies.

Qualifications: Strong financial, organizational and managerial skills.

***In smaller Site operations, it is feasible to combine Finance & Administration Chiefs**

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Run overall Finance staff briefing.
- Meet with EDS Coordinator and conduct on-site briefing.
- Familiarize self with clinic layout and process.
- Familiarize self with EDS plan.
- Establish time schedule for Finance staff meetings.
- Establish chain of command and performance expectations for all finance support staff.
- Establish communications and communication protocol with all finance support staff members.
- Establish a plan for tracking all data, i.e., materials, supplies, communication devices, equipment, patient information, etc.
- Maintain and secure collection of forms reflecting EDS tracking of data, i.e., materials, supplies, communication devices, equipment, patient information, etc.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing financial issues.
- Remain aware of all documentation required to apply for State and/or Federal reimbursements.
- Directly oversee all aspects of the documentation process.
- Brief finance support staff daily on most current event information and any changes in EDS, documentation collection processes
- Brief incoming EDS coordinator and incoming Finance Section Chief when shift is over.
- SIGN OUT

Deactivation Phase

- Conduct exit interviews with finance support staff members
- Turn in all documentation to EDS Coordinator
- Ensure that an after action review occurs and is documented for After Action Report.
- Participate in de-briefing.