

COVID-19 Impact Tracking Checklist

General Ledger



Set up new general ledger accounts, by department, to track COVID-19 related expenditures.

- Practical consideration: Establish various accounts utilizing your existing general ledger structure rather than lumping all expenditures into one account. You will need sufficient detail for reporting to federal and state agencies if you apply for and receive grant funding to cover these expenditures.

Payroll



Establish project/activity codes for COVID-19 activities. This will allow for tracking of hours by employee and by date. Time entries should also allow for a description of work performed.

- Practical considerations:
 1. For time incurred prior to the establishment of the codes, employees will need to do the best they can to accumulate the hours spent previously on COVID-19 related activities. A good starting point is checking calendars and prior time sheets.
 2. COVID-19 activities may include, but are not limited to, the following:
 - Treatment of patients, including testing, triage and telemedicine visits
 - Stand by and sleep time
 - Security
 - Call center activities
 - Emergency operations and coordination activities with other agencies/facilities
 - Staff training
 - Cleaning/disinfecting
 - Distribution of supplies
 - Supply chain management/activities

Contracted Services



Document list of agencies which the organization will utilize for contracted labor to provide additional coverage for employees unable to work for COVID-19 related issues.



Ensure appropriate contracts are in place covering the use of agency personnel.



Ensure invoices received for agency personnel include appropriate supporting documentation, such as contractor name, dates worked, hours worked, etc.

- Practical consideration: Document procurement decisions. If competitive bidding is not able to be performed, or was not performed when entering into these contracts previously, document your decision; detail exigent exception / relief from normal procurement procedures, the nature and amount of services procured, contract duration, conflicts of interest, and general compliance with both government and your organization's procurement requirements.

Supplies Cost



Establish logs or other system to track supplies used in COVID-19 related activities. All supplies used should be charged to the COVID-19 project/activity codes.

- Practical consideration: Equipment could include, but is not limited to, the following:
 - Gloves, masks, gowns and other personal protective equipment (PPE)
 - Cleaning supplies/disinfectants
 - Training supplies
 - Medical supplies used in the care and treatment of patients
 - Emergency operations center supplies
 - Call center supplies
 - Testing supplies
 - Triage center supplies
 - Minor medical equipment below capitalization threshold

Equipment Usage/Purchases



Establish logs or other system to track equipment purchases used in COVID-19 related activities. All equipment purchases used should be charged to the COVID-19 project/activity codes. For equipment previously owned, establish logs or other system to track usage in COVID-19 activities.

- Practical consideration: Equipment could include, but is not limited to, the following:
 - Ventilators
 - Ambulances
 - Mobile command center
 - Vehicles other than ambulances
 - Specialized medical equipment
 - Communications equipment
 - Generators

Lost Revenue



Establish a methodology to track and estimate lost revenue due to COVID-19 disruptions in inpatient or outpatient volumes (e.g., prohibition against elective procedures).

- Practical consideration: Compare actual volumes, by service line, to prior year actual or budgeted projections to estimate gross charges lost. Estimate net revenue impact by applying appropriate implicit and explicit price concession estimates. Such estimates could be arrived at using historic payor mix, by service line, and application of current contract rates.

ICU Incremental Costs



Establish methodology to track ICU usage by COVID-19 patients and estimate additional cost of providing such care in the ICU setting.

- Practical consideration: ICU patients generally incur significantly higher costs due to increased labor and supply resource utilization. Many COVID-19 patients will require ICU care; furthermore, many of these patients are anticipated to need use of ventilators, which further elevates the incremental costs of caring for these patients. Unless the individual case hits an outlier threshold, third-party reimbursement generally does not reimburse the organization for the additional costs incurred in an ICU setting, thereby creating additional costs incurred by the provider facility in caring for these patients.