

CORONAVIRUS DISEASE 2019 (COVID-19)



Department Numbers and Costs for COVID-19 Vaccine



Audience: CFOs, Controllers, Management

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COVID-19 Response Team Owner: Finance

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A Trinity standard department 81208 has been set up to capture all acute care incremental costs associated with COVID-19 vaccine operations. For MGPS, significant one-time unusual costs can also be moved to this department via journal entry. The costs of administering the vaccine in physician practices will become routine costs for physician practices. These routine costs do NOT need to be captured in this standard department. This allows total costs by practice/clinic to be tracked for MGPS reporting within existing MGPS departments.

All acute care costs of procuring and administering the vaccine should be recorded here. The vaccine is being provided at zero cost. Thus, the majority of the costs in this department are expected to be labor related to administering the vaccine. Planning and prep costs to get ready and set up to administer the vaccine will also be recorded here.

This department has been set up in the general ledger, Workday and Kronos to allow for appropriate costs capture, as well as enabled in the Pcard system. The revenue related to vaccine administration should also be recorded to this department.

The following includes the types of costs that should be charged to the Standard COVID Vaccine Department 81208 within each local ministry vaccine clinic, or the business unit that is administering the vaccine operations.

Labor Costs:

Any incremental staffing costs to staff the clinic including patient access colleagues, nurse educators, nurses, pharmacy, supply chain and other colleagues performing vaccinations and/or support services relating to vaccination efforts.

These colleagues should use Kronos to capture their time in cost center 81208 when staffing the vaccine clinic. Managers have the ability to transfer time in Kronos as appropriate to properly reflect where hours were worked.

- If exempt colleagues are working in the COVID vaccine clinic during their normal work schedule, their base salary should continue to be expensed to their home department
- However, if additional block pay or incentives are provided to exempt staff who take shifts over and above their normal work schedule, any incremental pay should be charged to the COVID Vaccine department 81208

Non-Labor Costs:

- Supplies and equipment to support the vaccine operations
- Facility set up costs
- Signage and printing costs
- Security, if specifically needed for the vaccine operations
- Education to colleagues and the community