WORK INSTRUCTIONS PURPOSE
This document provides an overview process of how a new or existing DeptID is generated or modified to meet the needs of the department.

This process is subject to an annual audit process.

BUSINESS PROCESS FLOW
COST CENTER CHANGE REQUEST PROCESS PROCEDURE STEPS

DEPARTMENTS/DIVISION
Department (Cost Center) Request Form is located on the Advancing Finance Services website. To process this request, please complete the form with any specific information for timeliness processing.

The request form has four sections, please complete all applicable sections. Obtain include signatures of the cost center manager as well as the director when requesting a new cost center.

PART I. COST CENTER REQUEST

Fill in date of request submitted                      Date expected to initiate the Cost Center/DEPT ID change

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Effective Date of Change</th>
</tr>
</thead>
</table>

Select the type of change requested: New, Name change, Close, or Update Manager/Director.

- Indicate the cost center name
- Detail if cost center budget approved
- Select the Business Unit where the requesting cost center’s source

A. Type of Cost Center Change: (check one)

- [ ] Add  
  Cost Center Number (leave blank)  
  Budget approved?  
  Is this an FPO center?  
  If this is a new FPO cost center, it is mandatory to select  
  a Model code AND the *FPO Dept. & FPO Division in Part II - see next page  
  Is this a patient revenue center?  
  Will CLARIVIA Scheduling be used for  
  Nursing Payroll?  
  Will center operate 5 or 7 days per wk?  
  If 7, will staffing exceed 30% on weekends?  
  Proposed cost ctr name  

- [ ] Name Change  
  Cost Center Number  
  New Name Requested

- [ ] Close  
  Cost Center Number  
  Errant financial activity, if any, should be moved  
  to the following open cost center:  

- [ ] Update Manager/Director  
  Name

Business Unit:  
- [ ] UCSF Med Ctr  
- [ ] UCSF Benioff SF  
- [ ] Bay Health  
- [ ] UCSF Benioff Oak  
- [ ] LLPH  
- [ ] SFLPA  
- [ ] BCP  
- [ ] UCSF FPO  
- [ ] SFVHA  
- [ ] UCSF Health (Must Complete Part III)
In section B, if a new cost center is requested, please describe the role of the cost center. Indicate location(s) allocated to the cost center.

**B. Information Regarding New Center:**
Why is a new cost center needed? What is its function?

__________________________________________________________

__________________________________________________________

__________________________________________________________

Location (Please be specific: room number, address, etc.)

__________________________________________________________

Will new center be used to:
- Bill professional fees? (Y/N)
- Bill technical/facility fees? (Y/N)

In section C: Ensure all appropriate signatures are completed and dated. The request will not be processed without the requestor(s)’ signatures.

**C. Requested by:**
Department Manager Name
Department Manager Signature
Date
Phone Number
Campus Box #

Director Name
Director Signature
(Director signature necessary for new cost centers in Section A only)
Date

**PART II. FACULTY PHYSICIAN ORGANIZATION (FPO)**
This section is only to be completed for any FPO organization cost center request.

---

**UmfCSF Cost Center/DEPT ID Add/Change Request Part II (FPO Section)**

If the new cost center will be an FPO cost center, please choose one of the following model codes below.

**Model Code Key**

- ☐ 11 = Hospital
- ☐ 12 = FPO-RVU Model
- ☐ 13 = FPO-Staff Model
- ☐ 14 = FPO-Passthru Model
- ☐ 15 = FPO-Not in Funds Flow

* FPO Dept. __________________________
* FPO Division ______________________
PART III. UCSF HEALTH
This is only for an individual/department requesting a Health (SFHEA) Cost Center addition or change.

The Health Cost Centers will gather expenses that will be allocated over the following:

1. One specific entity/business unit (Discrete)
2. Over several entities/business units (Functional)
3. Over ALL entities/business units (Pooled)

---

**UCSF Cost Center Dept ID Add/Change Part III (UCSF Health Section)**

*If the new cost center will be a UCSF Health cost center, please choose one of the following that best reflects how services will be provided to the UCSF Health Entities*

1) □ Discrete - Services provided are specific to one UCSF Health entity
   Please indicate which entity
   
   - UCSF Med Ctr  - UCSF Benioff SF  - Bay Health
   - LPPH  - UCSF Benioff Oak  - BCP
   - UCSF FPO

2) □ Functional - Services are provided to certain UCSF Health entities but not all
   Please indicate which entities
   
   - UCSF Med Ctr  - UCSF Benioff SF  - Bay Health
   - LPPH  - UCSF Benioff Oak  - BCP
   - UCSF FPO

3) □ Pooled - Services provide to all UCSF Health Entities

---

PART IV: FUNCTIONAL ROLE

As outlined by the Controller’s office, Functional roles help access administrators maintain roles in PeopleSoft and support access for MyReports. There are 4 key functional roles needed to be completed on the DEPTID form, see below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Executive</td>
<td>C-Level or Senior Vice Presidents. For UCSF Health only</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Executive Directors only for UCSF Health</td>
</tr>
<tr>
<td>Head of Unit</td>
<td>Director</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Manager</td>
</tr>
</tbody>
</table>
Add each roles’ Name and UCSF Employee ID.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>UCSF Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLCL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLXD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUEST SUBMISSION**

Upon completion, please send to the following designated administrators:

<table>
<thead>
<tr>
<th>UCSF entity</th>
<th>Designated Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCHO</td>
<td>Judy Liske</td>
<td><a href="mailto:JLiske@mail.cho.org">JLiske@mail.cho.org</a></td>
</tr>
<tr>
<td>BCP</td>
<td>Lual Lualhati</td>
<td><a href="mailto:lual.lualhati@ubcp.org">lual.lualhati@ubcp.org</a></td>
</tr>
<tr>
<td>SFMED/SFFPO/SFJVA/SFHealth</td>
<td>Noreen Lynn</td>
<td><a href="mailto:Noreen.Lyn@ucsf.edu">Noreen.Lyn@ucsf.edu</a></td>
</tr>
</tbody>
</table>

Upon receipt the designated administrator will:

- Verify all information is accurate
- Coordinate with the appropriate approvers to review and determine appropriateness of request
- Facilitate the coordination of the initial determination
  - If approved, will send to the master administrator at SFMED
  - If denied, will communicate with the requesting manager and/or director

Upon completion of the initial approval process, the Master Administrator will:

- Process final determination with Reimbursement Services and Accounting
  - Obtain appropriate signatures
- Email the requesting Manager and Director
  - If approved, will identify the correct DeptID and provide the new or updated DeptID to the requestor.
  - If denied, will send a decision explanation to the Requestor.
- Coordinate the addition or modification of the DeptID to all financial systems (e.g. PeopleSoft including SpeedType, HBS, EPSi).
- Send a formal Memorandum confirming the changes to cost center/DeptID have been updated in multiple Finance systems.
APPROVAL PROCESS

Department (Cost Center) change requests require a two-step approval process. Initial approval resides within each UCSF Entity. Once initial approval completed, the local administrator will coordinate with designated master administrator to obtain the final approval by UCSF Health designated roles.

I. Initial Approval at each Entity Level

<table>
<thead>
<tr>
<th>UCSF Entity</th>
<th>Entity Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCHO</td>
<td>Controller</td>
</tr>
<tr>
<td>BCP</td>
<td>CFO</td>
</tr>
<tr>
<td>SF FPO</td>
<td>VP Finance Physician Organizations or Executive Director Ambulatory Services</td>
</tr>
<tr>
<td>SFJVA</td>
<td>Vice Dean, Clinical Affairs or VP Finance Physician Organizations</td>
</tr>
<tr>
<td>SFMED</td>
<td>VP, Financial Operations</td>
</tr>
</tbody>
</table>

Once the initial Approver has decided, the local administrator will send all requests to the Master administrator to process the final approval step.

II. Final Approval from UCSF Health

<table>
<thead>
<tr>
<th>Division</th>
<th>UCSF Health approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement Services</td>
<td>Director of Reimbursement Services</td>
</tr>
<tr>
<td>Accounting</td>
<td>Director of Hospital Accounting</td>
</tr>
</tbody>
</table>

DEPARTMENT IDENTIFICATION GENERATION PROCESS

Once the request has been determined, the Master Administrator will be complete the following:

A. If the request is Approved, the administrator will perform steps below:
   1. Update the UCSF Health cost center master file with the new approved request.
   2. Initiate the process to activate the new or modified cost center/department ID number.
   3. The administrator will:
      a. Provide the requestor with the new/updated Department ID via email.
      b. Coordinate with the designated System Administrator for each Financial system, e.g. PeopleSoft including SpeedType and HBS, to add the approved cost center number.
         • For BCHO or BCP systems, the master administrator will coordinate with the BCHO local administrator to update the BCHO Finance systems.
      c. Upon completion, a memorandum will be sent to the requestor affirming the cost center/DeptID has been approved and added/modified to each financial system as well as providing next step instructions on updating the cost center information with the following departments, Human Resources, Financial Planning Budget Services, Equipment Inventory, Mail Services and if cost center clinical department, coordinate with APEX/Epic team.

B. If the request is declined, the administrator will complete the following:
   1. Send memorandum to the requestor explaining the reason for the denial.
DEPARTMENT IDENTIFICATION MAINTENANCE PROCESS

- Once a month the administrator will send a Master file of all the cost centers on file to the various divisions and vendors.
- To request a copy of the master file, please contact the SF MED Hospital Accounting designated administrator.

SUPPLEMENTAL INFORMATION OR DOCUMENTS

- Department (Cost Center) Request Form
- Cost Center Change Memos
  - New cost center confirmation
  - Closed Cost Center
  - Cost Center name change
  - Cost center re-opening
  - Cost Center division change
  - Cost Center business unit transfer

- If you need assistance with completing the form, please see contacts below:
  - UCSF Medical Center Hospital Accounting: Noreen Lyn 415-353-3235; noreen.lyn@ucsf.edu
  - UCSF BCP Accounting: Lual Lualhati (415) 353-4984; lual.lualhati@ubcp.org
  - UCSF BCHO Accounting: Judy Liske 510-428-3611; jiliske@mail.cho.org