

Sample procedure cost worksheet

Following are instructions for completing the worksheet:

1. Staffing cost: For each staffing type (e.g., registered nurse [RN], licensed nurse practitioner [LPN], tech, aide, etc.), indicate in parentheses the number of individuals who customarily provide services during this procedure. Indicate the cost per hour for each staff type using the total hourly rate of combined individuals. For example, if two RNs typically provide services during this procedure and have a combined hourly rate of \$102, enter 2 in the parentheses and \$102 in the cost per hour column. Enter the typical total time in hours for this procedure. Multiply the cost per hour by the total hours and enter the result in the total cost column. Add all total costs in the staffing cost section for the total staffing cost.

2. Room and equipment cost: Enter in the cost per hour column the facility cost of the surgical suite and recovery room if applicable. Enter the same total of hours as in the staffing cost section. Multiply each cost per hour by the total hours and enter the result in the total cost column. Add in any equipment typically used in this procedure and the cost per hour and multiply by the total hours. Enter the result in the total cost column. Enter the combined total in the total room and equipment cost box. Examples of equipment include

- computers and printers
- cameras and light sources
- endoscopes and lasers
- monitors
- ventilators
- portable imaging equipment
- video equipment

3. Supplies/pharmacy cost: Enter any supplies used including pharmacy. Enter the cost per item/unit and the total number of items/units used. Multiply each item in the cost per item/unit by the corresponding total number of items/units used and enter the result in the total cost column. Examples of supplies/pharmacy include

- syringes with needle
- tubing
- sterile dressing
- catheters
- stents
- rods, pins, and screws
- artificial joints
- implants
- IV fluids
- electrodes
- suction
- drugs/anesthesia

4. Total procedure cost: Add the total staffing cost, total room and equipment cost, and total supplies/pharmacy cost to determine the total procedure cost to the facility.

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			Procedure
Staff	Cost per hour	Total hours	Total cost
RN ()	\$		\$
LPN ()	\$		\$
Tech ()	\$		\$
Aide ()	\$		\$
Total staffing cost			\$
Room and equipment	Cost per hour	Total hours	Total cost
Surgical suite			
Recovery room			
Total room and equipment cost			\$
Supplies/pharmacy	Cost per item/unit	Total items/units used	Total cost
Total supply/pharmacy cost			\$
Total procedure cost			\$

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