	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN010
		<i>Effective Date</i>	1-01-08
	<i>Subject</i> SIGNATURE AUTHORITY: GENERAL INSURANCE POLICIES	<i>Page</i>	1 of 2
		<i>Supersedes</i>	10-01-06

Revisions noted by vertical bar in right margin

POLICY

This policy applies to The Johns Hopkins Health System Corp. (JHHS) and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Howard County General Hospital (HCGH), Johns Hopkins Community Physicians (JHCP), Johns Hopkins International (JHI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), Parking Corporation, Priority Partners (PP), Johns Hopkins Pharmaquip, Inc. (JHPQ), Johns Hopkins Home Health Services, Inc. (JHHHS), Johns Hopkins Pediatrics Home, Inc. (JHPAHI), Johns Hopkins HealthCare (JHHC), Johns Hopkins Home Care Group (JHHCG), Suburban Health Center (SHC), Broadway Acquisition and Development, Integrated Renal Solutions, and HCGH OB/GYN Associates Series, LLC.

Purpose

"Insurance Policies" are any written policies for insurance, specifically excluding medical malpractice, stop-loss and health insurance policies but including, and not limited to, property, business interruption, general liability, automobile, directors and officers, and fiduciary written policies.

The following levels of approval are required for the execution of new insurance contracts with the following annual premium amounts:

- Treasury Director, JHHS Policies with annual premiums less than \$100,000.
- Assistant Treasurer, JHHS Policies with annual premiums of \$100,000 or more, but less than \$250,000.
- VP – Finance, CFO and Treasurer, JHHS Policies with annual premiums greater than \$250,000.

In addition to the above, the Corporate Legal Department is required to review and approve all insurance contracts/ agreements except new annual contracts less than or equal to \$50,000 with no cancellation charge and contract renewals with no material changes.


REFERENCE

JHHS Finance Policies and Procedures Manual
Policy No. FIN003 Signature Authority: General Policy

RESPONSIBILITIES

Accounts Payable Shared Services Center Process disbursements only when the appropriate signatures appear on same.

SPONSOR

 JOHNS HOPKINS MEDICINE JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN010
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Vice President of Finance/Treasurer & CFO, JHHS & JHH

CYCLE REVIEW

Three (3) years

APPROVAL

President, JHHS

Date