	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN011
		<i>Effective Date</i>	01-01-08
	<i>Subject</i> SIGNATURE AUTHORITY: AGREEMENTS NOT SUPPORTED BY PURCHASE ORDER	<i>Page</i>	1 of 3
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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 Medical Services Corporation (JHMSC), Johns Hopkins Medicine International (JHMI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), 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, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).


Purpose

This policy applies to any agreement not specifically addressed in any other JHHS Finance signature authority policy. All agreements covered by this policy must be reviewed and approved by the Corporate Legal Department. Representatives from the Johns Hopkins University School of Medicine will also execute any agreements which affect professional fee activity.

The purpose of this policy is to establish the signature authority and permitted delegation of such authority for all agreements between JHHS or its affiliates (as described above) and other affiliated or non-affiliated entities.

Any agreement which is not supported by a valid purchase shopping cart and purchase order must be authorized by the President/Chief Executive Officer (CEO) or Executive Vice President (EVP)/Chief Operating Officer (COO) for the appropriate affiliates. The President/CEO or EVP/COO for each affiliate may delegate signature authority for these agreements, but only to management personnel holding the position of vice president or above within their organization.

The matrix below lists examples of the types of agreements covered by this policy and existing signature authority for each affiliate as demonstrated by current policy or practice. These delegations are subject to amendment by the President/CEO or EVP/COO for the appropriate affiliates. This policy applies but is not limited to the types of agreements listed in the matrix.

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AGREEMENT	JHH	JHBMC	JHCP	JHHS	HCGH
Medical Service	VP - Finance/CFO and Treasurer	VP - Administration	VP Finance/President	VP - Finance/CFO and Treasurer	CFO
Hospital Affiliation	VP - Finance/CFO and Treasurer	VP - Administration	VP Finance/President	VP - Finance/CFO and Treasurer	CFO
Administrative – Inter-JHHS	VP-Corp. Services VP - Administration	VP - Administration	VP Finance/President	VP - Corp. Services VP - Administration	CEO
Administrative – Other	VP - Finance/CFO and Treasurer	VP - Administration	VP Finance/President	VP - Finance/CFO and Treasurer	CEO

AGREEMENT	JHH	JHBMC	JHCP	JHHS	HCGH
Vendor	VP - Finance/CFO and Treasurer	VP - Administration	VP Finance/President	VP - Finance/CFO and Treasurer	CFO
Reimbursement	VP-Corp. Services VP - Administration	Area VP	VP Finance/President	VP - Corp. Services VP - Administration	CFO
Educational (Physicians)	VP - Medical Affairs Dept. Chair/Admin.	VP - Medical Affairs Dept. Chair/Admin.	VP Finance/President	VP - Medical Affairs Dept. Chair/ Admin.	CEO
Educational - (Non-Physicians)	Sr VP - Human Resources VP - Nursing (for nursing agreements)	Area VP VP - Human Resources	VP Finance/President	Sr VP - Human Resources VP - Nursing (for nursing agreements)	CEO
Employee Insurance and Benefits	VP - Corp. Services VP - Administration Sr VP - Human Resources	VP - Human Resources	VP Finance/President	VP - Corp. Services VP - Administration Sr VP - Human Resources	CEO

REFERENCE

JHHS Finance Policies and Procedures Manual


Policy No. FIN003 - Signature Authority: General Policy

Policy No. FIN007 - Management Delegation of Signature Authority

RESPONSIBILITIES

Accounts Payable Shared Services Center

After proper approvals, online documents work flow to AP for audit and posting.

 JOHNS HOPKINS MEDICINE JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN011
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SPONSOR

Executive Vice President/Chief Operating Officer, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

 President, JHHS

 Date