 JOHNS HOPKINS MEDICINE JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i> FIN017
	<i>Subject</i>	<i>Effective Date</i> 07-01-07
	SIGNATURE AUTHORITY: PATIENT ACCOUNTS	<i>Page</i> 1 of 3
		<i>Supersedes</i> 10-15-05

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), 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).

Purpose

The purpose of this policy is to establish signature authority for specific patient accounting transactions.

1. Settlements for the Collection of Patient Accounts

Patient Accounting management at each affiliate will ensure that all other repayment options have been fully explored and exhausted before recommending approval of a settlement for the collection of individual or aggregate patient accounts against responsible parties and/or their insurers.

2. Third Party Audit Settlements

Third party audit settlements occur when an affiliate is unable to provide documented verification of patient charges to a third party payer or its agent. Unsubstantiated charges will be adjusted from the patient's account, and appropriate action taken to refund any overpayment made by the third party payer and/or patient. Adequate documentation must accompany all audit settlement requests. In situations where the medical record or sufficient documentation cannot be located, the Director of Medical Records will also be required to authorize any settlements greater than \$10,000.

3. Financial Assistance Approval

Financial assistance refers to applications for allowances on charges for certain medical services when the patient's financial circumstances have qualified him or her for consideration under the JHHS Financial Assistance Program, in accordance with JHHS Finance Policy No. FIN034 - JHHS Financial Assistance Program, and when less than full payment of the billed charges is anticipated. Under the JHHS Financial Assistance Program, patients may have a partial liability for payment, and the approvals referenced here refer to the difference between total billed charges and the patient liability.


4. Patient/Insurance Refunds

Patient or insurance refunds are issued when it has been conclusively determined that an overpayment has been made on the account. This would occur during the credit balance follow-up process described in JHHS Finance Policy No. FIN070-Credit Balance and Refund Processing.

5. Adjustments for Lack of Medical Necessity or Failure to Obtain Authorization

Denials received for lack of medical necessity or failure to obtain appropriate insurance authorization for services should be reviewed by management to determine corrective actions and opportunities for appealing cases through the payer and regulatory authorities (i.e. Maryland Insurance Commission).

All patient accounting transactions noted above will be approved in accordance with the matrix below and will comply with any applicable federal or state regulations. Entities can choose to have more stringent guidelines but these provide the minimal allowable levels of authorization.

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Amount	HCGH	JHH/JHHS	JHBMC	JHCP	JHHCG
Less than \$1,000	Supervisor	Supervisor	Supervisor	Manager	Director
\$1,000 - \$4,999	Manager	Manager	Manager	Manager	Director
\$5,000 - \$9,999	Director	Director	Director	Sr. Director	Director
\$10,000 - \$49,999	Senior Director, PFS	Senior Director, PFS	Senior Director, PFS	VP Finance/President	CFO/President
\$50,000 - \$99,999	CFO	Senior Director PFS	Senior Director, PFS	VP Finance/President	CFO/President
\$100,000 - \$499,999	CFO	Refunds: Senior Director, PFS Other Transactions noted: VP, Finance/CFO	Refunds: Senior Director, PFS Other Transactions noted: VP, Finance/CFO	VP Finance/President	CFO/President
\$500,000 and greater	CFO	VP, Finance/CFO and Treasurer or Exec. VP/COO or President/CEO	VP, Finance/CFO or Exec. VP/COO or President	VP Finance/President	CFO/President

* In situations where the settlement offer is made by an insurer on behalf of multiple outstanding claims, use the aggregated values for claims and settlements to determine the appropriate approval level.

REFERENCE


JHHS Finance Policies and Procedures Manual

- Policy No. FIN003 - Signature Authority: General Policy
- Policy No. FIN007 - Management Delegation of Signature Authority
- Policy No. FIN034 - JHHS Financial Assistance Program
- Policy No. BIL018 - Allowances/Adjustments/Agency Placements

RESPONSIBILITIES

Patient Accounting Manager/
 Supervisor, Director of Business
 Office (JHCP)

Approve or reject patient account settlements, third party audit settlements or financial assistance applications or forward to senior management for approval in accordance with the signature authority.

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Provide monthly reports to Finance Department senior management detailing adjustments resulting from settlement of patient accounts, financial assistance write-offs or third party audit settlements.

Management, Finance Department Ensure that all settlements and write-offs are properly accounted for in accordance with generally accepted accounting principles.

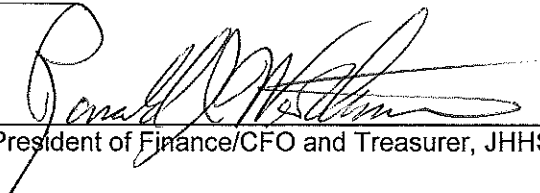
SPONSOR

Senior Director, Patient Finance (JHHS)

REVIEW CYCLE

Three (3) years

APPROVAL



 Vice President of Finance/CFO and Treasurer, JHHS

7-9-09

 Date