

	The Johns Hopkins Health System Policy & Procedure	<i>Policy Number</i>	FIN122
	<i>Subject</i> Reconciliation of Subsidiary Systems	<i>Effective Date</i>	01-01-08
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		<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 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

The Health System will establish procedures to ensure that the data from its subsidiary systems (patient billing, payroll, materials management, etc.) are posted accurately each month to the general ledger.

Procedures

Each affiliate will assign an accountant to review edit reports of any posting of data to the general ledger from subsidiary systems. The accountant will determine that data is for the current month, that it agrees to the control reports from the subsidiary system and that the entry has the proper description. This review should occur before the data is posted to the general ledger. In cases where the data is automatically posting during non business hours, the accountant should review the posting on the next business day. If significant errors are discovered in this review, the accountant should discuss with their director to determine if the posting needs to be rerun.

The accountant should as soon as possible correct all transactions that failed the general ledger edits and were posted to the suspense account. The accountant needs to notify their director if a significant dollar value of transactions remain uncorrected at month end.

RESPONSIBILITIES -

It is the responsibility of management (directors) within their respective companies to ensure adherence to the procedures identified above.

SPONSOR

Vice President of Finance/Chief Financial Officer (CFO) and Treasurer, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

President, JHHS

Date