 JOHNS HOPKINS MEDICINE JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure		<i>Policy Number</i>	FIN123
			<i>Effective Date</i>	01-01-08
	<i>Subject</i>		<i>Page</i>	1 of 2
	Unclaimed Checks		<i>Supersedes</i>	10-01-06

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 provides clear guidance for the standardization and procedures of accounting for unclaimed checks.

Definition

Unclaimed Checks are the outstanding checks (Accounts Payable Shared Service Center and Payroll) that are six months or older. There are two types of unclaimed checks. Those requiring state submission and those that don't. The requirement for submission is that the payee must be a person (employee, patient refund, etc.) or Accounts Payable Shared Services Center vendors within states that do not have the business to business exemption. See attached file.

PROCEDURES

All outstanding checks over a year old should be removed from the cash account and set up as liability. The liability account houses the checks waiting for disposition. Due diligence should be performed on all checks to make an effort to find and pay property owners. If the checks are not required to be submitted to a State, they would be taken into income as other revenue into the respective affiliate. For checks that do meet the requirements to be sent to a State they will remain in the liability account until submission. Prior to submission each responsible accountant collects the required information needed for submission to the State in order to meet the deadline. The required information is payee, check amount, check number, check date, social security number, and full address.

Note: This policy only covers unclaimed checks, however it is noted that self pay patient refunds in AR should also be submitted to the State based on the same three year guideline.

RESPONSIBILITIES


Accountants – Prepare the necessary report and gather data needed.

Directors – Review and make sure submitted by State's deadline.

SPONSOR

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

REVIEW CYCLE

 JOHNS HOPKINS M E D I C I N E <hr/> JOHNS HOPKINS HEALTH SYSTEM	The Johns Hopkins Health System Policy & Procedure		<i>Policy Number</i>	FIN123
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Three (3) years

APPROVAL

 President, JHHS

 Date