

**Midland County Hospital District  
Delegation of Authority Fiscal Year 2020**

<b>PURCHASING</b>								
<b>Supplies</b>	Manager	Department Director	Vice President	Asst.Vice President/CFO	Value Analysis Team	Senior Vice President-CFO/COO	President	Board Approval
Request to purchase new kind/brand of supplies	✓	✓			✓			
Requests for re-orders of supplies under \$1,500	✓							
Requests for re-orders of supplies under \$5,000		✓						
Requests for re-orders of supplies under \$25,000			✓					
Requests for re-orders of supplies under \$50,000								
Requests for re-orders of supplies under \$100,000				✓		✓		
Requests for re-orders of supplies over \$100,000							✓	

<b>Purchased Services</b>	Department Director	Materials Management Director	Vice President	Asst.Vice President/CFO	Value Analysis Team	Capital Asset Committee <sup>1</sup>	Senior Vice President-CFO/COO	President	Board Approval
Request a purchased service with an annual contract value less than \$25,000 and is low quote or less than 10% of the low quote	✓		✓						
Request a purchased service with an annual contract value more than \$25,000 but less than \$50,000 and is low bid or less than 10% of the low bid				✓		✓			
Request a purchased service with an annual contract value more than \$50,000 but less than \$100,000 and is low bid or less than 10% of the low bid				✓		✓	✓		
Request a purchased service with an annual contract value more than \$100,000 but less than \$250,000 and is low bid or less than 10% of the low bid						✓	✓	✓	
Request a purchased service from a vendor that is greater than 10% of the low bid						✓		✓	✓

Policy Tech Reference #:

86

Last Reviewed Date:

02/14/2020

Approved On:

**Midland County Hospital District  
Delegation of Authority Fiscal Year 2020**

<u><b>PURCHASING (cont)</b></u>	Department Director	Materials Management Director	Vice President	Asst.Vice President/CFO	Value Analysis Team	Capital Asset Committee <sup>1</sup>	Senior Vice President-CFO/COO	President	Board Approval
Request a purchased service with an annual contract value greater than \$250,000						✓		✓	✓
Purchase of Capital Equipment less than \$250,000 from low bidder				✓		✓			
Purchase of Capital Equipment from other than the low bidder if bid is less than \$250,000 and bid is less than 10% of the low bid						✓			

<sup>1</sup>Capital Asset Committee consists of Director of Supply Chain; COO; Sr VP Strategic Planning; CFO; and CEO

If you need to delegate your authority you can only delegate it to the right as long as the individual has the authority for that row

<u><b>Capital Equipment</b></u>	Department Director	Materials Management Director	Vice President	Asst.Vice President/CFO	Value Analysis Team	Capital Asset Committee <sup>1</sup>	Senior Vice President-CFO/COO	President	Board Approval
Purchase of Capital Equipment from other than the low bidder if bid is greater than \$250,000 or greater than 10% from the low bid						✓		✓	✓
Disposition of capital assets with net book value under \$1,000	✓	✓							
Disposition of capital assets with net book value over \$1,000	✓	✓		✓					

<u><b>DISBURSEMENTS</b></u>	Manager	Department Director	Vice President	Asst.Vice President/CFO	Senior Vice President-CFO/COO	President	Board Approval
Check requests under \$1,500	✓						
Check requests over \$1,500, but less than \$5,000		✓					
Check requests over \$5,000, but less than \$25,000			✓				
Check requests over \$25,000 but less than \$50,000				✓			
Check requests over \$50,000				✓			
Check requests over \$100,000					✓		
Reimbursement for employee travel and expenses	✓	✓	✓				

<sup>1</sup>Capital Asset Committee consists of Director of Supply Chain; VP Community Health; VP Nursing; VP Operations; VP Patient Experience and Safety; VP Medical Affairs; Asst. VP Finance/CFO; Sr. VP Finance CFO/CNO; and CEO

If you need to delegate your authority you can only delegate it to the right as long as the individual has the authority for that row

**Midland County Hospital District  
Delegation of Authority Fiscal Year 2020**

<u>DISBURSEMENTS (cont)</u>	Manager	Director of Patient Financial Services	Executive Director, Revenue Cycle	Vice President	Asst. Vice President/CFO	Senior Vice President-CFO/COO	President	Board Approval
Issue a patient refund under \$50 (no approval needed)								
Issue a patient refund over \$50 and less than \$1,000	✓							
Issue a patient refund over \$1,000 and under \$5,000		✓						
Issue a patient refund over \$5,000		✓	✓		✓			
Issue an insurance refund under \$15,000		✓	✓					
Issue an insurance refund over \$15,000		✓	✓		✓			
Release of emergency checks <sup>2</sup>					✓			

<sup>2</sup> In the absence of the Asst. Vice President Finance or Sr. Vice President-CFO/COO, Exec. Director/Controller may authorize emergency checks

<u>COLLECTIONS</u>	Business Office Managers	Director of Quality Mgmt.	Director of Patient Financial Services	Executive Director, Revenue Cycle	Vice President	Asst. Vice President/CFO	Senior Vice President - CFO/COO	President	Board Approval
Bad debt write-offs in accordance with collector write-off guidelines under \$1,000	✓		✓	✓					
Bad debt write-offs not in accordance with collector write-off guidelines over \$1,000	✓		✓	✓		✓			
Adjustment based on care or liability issues under \$1,000	✓	✓	✓	✓					
Adjustment based on care or liability issues over \$1,000		✓	✓	✓		✓			
Requests for discounts on patient accounts 25% of charges	✓		✓	✓					
Requests for discounts on patient accounts greater than 25% of charges			✓	✓		✓			
To allow patients to setup payment arrangements less than 24 months	✓		✓	✓					
To allow patients to setup payment arrangements greater than 24 months			✓	✓					
To allow patients to setup payment arrangements greater than 36 months				✓		✓			
Enter into new managed care Contracts				✓		✓	✓	✓	

If you need to delegate your authority you can only delegate it to the right as long as the individual has the authority for that row

Policy Tech Reference #:

86

Last Reviewed Date:

02/14/2020

Approved On:

0

**Midland County Hospital District  
Delegation of Authority Fiscal Year 2020**

<u><b>PERSONNEL MATTERS</b></u>	Department Director	Vice President	Asst. Vice President/CFO	Senior Vice President CFO/COO	VP - Human Resources	President	Board Approval
Replace a vacant position	✓	✓	✓	✓	✓		
Request for additional FTE's	✓	✓	✓	✓	✓	✓	
Request to upgrade an existing position	✓	✓	✓	✓	✓		
Authorization to change an employee's salary (not within budget parameters)	✓	✓	✓	✓	✓		

<u><b>OTHER</b></u>	Department Director	Vice President	Asst. Vice President/CFO	Senior Vice President CFO/COO	VP - Human Resources	President	Board Approval
Changes to department policies	✓	✓	✓	✓			
Changes to HR Policies					✓		
Changes to Administrative policies						✓	

If you need to delegate your authority you can only delegate it to the right as long as the individual has the authority for that row

Policy Tech Reference #: 86

Last Reviewed Date: 02/14/2020

Approved On: 0