

Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
Office of Sponsored Programs

Policy and Procedure

TITLE: Asset Management

PURPOSE:

Establishment of an Active Asset Management Program

PERSONS AFFECTED:

This policy shall apply to Harvard Pilgrim Health Care, Inc.'s asset management and debt collection of sponsored programs.

POLICY:

An effective asset management program includes activities that enable Harvard Pilgrim Health Care, Inc. (HPHC) to accurately reflect the value of its receivables and other assets. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of HPHC's assets. Therefore, the write-off process, especially of uncollected sponsored programs, is a critical component of HPHC's financial management activities.

This Policy establishes HPHC's requirements for the periodic review and identification of assets, especially of sponsored programs, deemed to be uncollectible. Such assets may include accounts, deficiency balances; items outstanding for an extended period of time or delinquent balances held in suspense accounts.

PROCEDURE:

1. Write-offs occur when HPHC removes the corresponding amount of an uncollectible, unreconciled, or unsubstantiated asset from HPHC's general ledger, generally after 360 days, (see Item #4 below) but special circumstances may require more time.
2. Write-off recommendations of sponsored programs shall be made by HPHC's Director, Office of Sponsored Programs (DOSPP) to the VP/Controller upon the determination that, despite its best recovery efforts, cannot recover the asset.

3. On an annual basis, HPHC’s DOSP shall evaluate the recoverability of its assets to quantify and recognize amounts to be written off, on a timely basis. A summary memorandum detailing the rationale for proposing a write-off, a summary of the due diligence performed, and evidence of authorization of the write-off shall be included. Such records shall be maintained in accordance with HPHC’s record retention requirements.

4. Close-out and Retention of Written-off Assets

At the time the asset is recommended for write-off, a proposal shall be made by the HPHC DOSP to the VP of Compliance and Ethics as to whether the asset will be closed-out or continued to be pursued. The decision to close-out accounts or pursue them will be determined based on the sponsor and the recommendation from the HPHC DOSP as to whether the account is thought to be recoverable. Such records shall be maintained in accordance with HPHC’s record retention requirements.

Department: OSP	Title: P&P Asset Management
Effective Date: 10/16 /2020	/Owner: Dir., OSP
Reviewed By/On: 10/14/2020	
Replaces P/P Dated: 7/1/2012	
Related Documents:	
Approved By: Charlotte A. Johnson, DOSP	