

# Procare Riaya Hospital



## Authority Matrix

Above the Line

Version:

2022 - Version 1

Updated on:

20 Jun 2022



Introduction

R

Responsible: "The Doer"

The **responsible** team member is the one who's actually doing the task. This individual is **responsible** for the completion or delivery of the action.

A

Accountable: "The Approver"

The **accountable** person is the one who oversees final **approval** process of the action or task.

C

Consulted

The **consulted** team member provides non-supervisory feedback to the responsible person.

I

Informed

The **informed** individuals, kept updated on the progress and notified when the task / action has been completed and approved.



Governance Authorities															
#	Main Category	Activity	Details	CAO	COO	CNO	CMO	CFO	CEO	Rem. Committee	Audit Committee	Quality Committee	Executive Committee	Board	Group
1	Constitution	Constitutional Documents	Documentation, Review and Amendment	-	-	-	-	-	R	-	-	-	C	A	A
	Constitution	Constitutional Documents	Renewal	-	R	-	-	R	C	-	-	-	A	-	-
2	Charters	Board Charter	Documentation, Review and Amendment	-	-	-	-	-	-	-	-	-	-	R	A
3		Board Sub-Committee Charters	Documentation, Review and Amendment	-	-	-	-	-	I	R	R	R	R	A	-
4		Authority Matrix	Documentation, Review and Amendment	C	C	-	-	R	R	-	-	-	A	A	A
5	Policies	Board Member Policies	Appointment/ Dismissal, Remuneration, and Evaluation of Board Member Performance	-	-	-	-	-	-	C	-	-	R	-	A
6		Company Policies & Procedures	Planning, Development, Operation, and Evaluation	-	-	-	-	-	R	-	-	-	C	A	-
7	Financials	Approval of Audited Financial Statements	Annual	-	-	-	-	R	R	-	C	-	-	A	A



Strategic Authorities															
#	Main Category	Activity	Details	CAO	COO	CNO	CMO	CFO	CEO	Rem. Committee	Audit Committee	Quality Committee	Executive Committee	Board	Group
1	Branding	Mission, Vission & Values	Review / Update	C	C	C	C	C	R	-	-	-	A	A	-
2		Name & Logo	Review / Update	C	C	C	C	C	R	-	-	-	R	A	A
3	Organisation	Corporate Structure	Review / Update	C	C	C	C	C	R	-	-	-	A	A	-
4		Departmental Structure	Review / Update	R	C	C	C	C	A	-	-	-	I	-	-
5	Business Development	Annual Budget	Setting	C	C	C	C	R	R	-	-	-	A	A	I
6		Annual Budget	Review / Update	C	C	C	C	R	R	-	-	-	A	A	I
7		Annual Marketing Plan	Setting	C	C	C	C	C	R	-	-	-	A	A	-
8		Annual Marketing Plan	Review / Update	C	C	C	C	C	R	-	-	-	A	I	-
9		New Business Lines	Development / Launch	C	C	C	R	C	R	-	-	-	A	I	I
10	KPIs & Annual Targets	CEO	Setting of Target	-	-	-	-	-	C	R	-	-	-	A	I
11		CEO	Annual Review	-	-	-	-	-	-	R	-	-	A	I	-
12		C'level Staff & Direct Reports to the CEO	Setting of Target	-	-	-	-	-	C	R	-	-	-	A	I
13		C'level Staff & Direct Reports to the CEO	Annual Review	-	-	-	-	-	-	R	-	-	A	I	-



Operational Authorities																
#	Main Category	Activity	Details	CAO	COO	CNO	CMO	CFO	CEO	Rem. Committee	Audit Committee	Quality Committee	Executive Committee	Board	Group	
1	Employment	Appointment of CEO		C	-	-	-	C	-	-	-	-	R	A	A	
2		Appointment of C-Level Staff		R	-	-	-	-	C		-	-	A	A	-	
3		Appointment other Staff	Within Approved Plan / Policy and Budget	R	-	-	-	C	A	-	-	-	-	-	-	
4		Appointment other Staff	Out of Approved Plan / Policy and Budget	C				C	R				A			
5		Termination / Resignation of CEO		C	-	-	-	-	-	-	-	-	R	A	A	
6		Termination / Resignation of C-level Staff		C	-	-	-	C	R	-	-	-	A	-	-	
7		Termination / Resignation of Other Staff		R	C	-	-	C	A	-	-	-	-	-	-	
8		Job Descriptions	CEO & C-Level Staff	R	-	-	-	-	-	-	C	-	-	-	A	-
9		Job Descriptions	Other Staff	R	-	-	-	-	-	A	I	-	-	-	-	-
10	Remuneration, Allowance, Increments & Bonus	Salary Scale	Approval, Amendment	R	-	-	-	C	R	A	-	-	A	I	-	
11		CEO Salary	All	-	-	-	-	C	-	R	-	-	-	A	I	
12		C-Level Staff	Within Approved Plan / Policy and Budget	-	-	-	-	C	R	A	-	-	-	-	I	-
13		C-Level Staff	Out of Approved Plan / Policy and Budget	-	-	-	-	C	R	C	-	-	-	-	A	-
14		Other Staff	Within Approved Plan / Policy and Budget	R	C	-	-	C	A	I	-	-	-	-	-	-
15		Other Staff	Out of Approved Plan / Policy and Budget	R	-	-	-	C	R	C	-	-	-	A	-	-
16	Policies	New or Amendment to Policies	With no financial impact	R	R	R	R	R	A	-	-	-	I	-	-	
17			Impact of <b>LESS</b> than 10% of specific OPEX line (e.g. HR policy change impacts monthly employment cost by less than 10%)	C	C	-	-	R	R	-	-	-	A	I	-	
18			Impact of <b>MORE</b> than 10% of specific OPEX line (e.g. HR policy change impacts monthly employment cost by more than 10%)	C	C	-	-	R	R	-	-	-	C	A	I	



Financial Authorities																
#	Main Category	Activity	Details	CAO	COO	CNO	CMO	CFO	CEO	Rem. Committee	Audit Committee	Quality Committee	Executive Committee	Board	Group	
1	Budgeted Expenses / Purchases	Employee Costs	Upto amount included in monthly budget	C	C	-	-	R	A	-	-	-	I	-	-	
2		Other Expenses	Upto amount included in monthly budget	C	C	-	-	R	A	-	-	-	I	-	-	
3		CAPEX Purchases	Individual purchases upto SR 500,000 Per item	C	C	-	-	R	A	-	-	-	I	-	-	
4		CAPEX Purchases	Individual purchases upto SR 5,000,000 per item	C	C	-	-	R	R	-	-	-	A	I	-	
		CAPEX Purchases	Individual purchases above SR 5,000,000 per item	C	C	-	-	R	R	-	-	-	C	A		
5	Unbudgeted Expenses / Purchases	Employee Costs	Upto a maximum of SR 100,000 per month with an annual cap of SR 800,000	C	C	-	-	R	A	-	-	-	C	-	-	
6		Employee Costs	Upto a maximum of SR 100,000 per month with an annual cap of SR 2 million	C	C	-	-	R	R	-	-	-	A	I	C	
7		Employee Costs	All other items	C	C			R	R				C	A	A	
8		Other Expenses	Upto a maximum of SR 100,000 per month with an annual cap of SR 500,000	C	C	-	-	R	A	-	-	-	C	-	-	
9		Other Expenses	Upto a maximum of SR 100,000 per month with an annual cap of SR 1 million	C	C	-	-	R	R	-	-	-	A	I	C	
10		Other Expenses	All other items	C	C			R	R				C	A	A	
11		CAPEX Purchases	Upto a maximum of SR 100,000 per month with an annual cap of SR 500,000	C	C	-	-	R	A	-	-	-	C	-	-	
12		CAPEX Purchases	Individual items upto a value of SR 500,000 per item with an annual cap of SR 2,500,000	C	C	-	-	R	R	-	-	-	A	I	C	
13		CAPEX Purchases	All other items	C	C			R	R				C	A	A	
14	Contracts	Income Generating contracts	Renewal at same or better terms	C	C	-	-	R	A	-	-	-	C	-	-	
15		Income Generating contracts	New contracts or renewal with less favourable financial terms	C	C	-	-	R	R	-	-	-	A	I	C	
16		Expense agreements	Renewal at same or better terms	C	C	-	-	R	A	-	-	-	C	-	-	
17		Expense agreements	New contract or renewal at worse terms	C	C	-	-	R	R	-	-	-	A	I	C	
18	Credit Customer Agreements	New Agreement		-	-	-	-	R	R	-	-	-	A	I	-	
19		Renewal	Renewal at same or better terms	-	-	-	-	R	A	-	-	-	I	-	-	
20		Renewal	New contract or renewal at worse terms	-	-			R	R				C	A	A	
21		Bupa & Tawuniya Insurance Receivables Rejections	< 10% of Receivables Annually	-	-	-	-	R	A	-	-	-	C	I	-	
22		Bupa & Tawuniya Insurance Receivables Rejections	> 10 % of Receivables Annually	-	-	-	-	R	R	-	-	-	A	I	-	
23		All Other Insurance Company Receivables Rejections	< 5% of Receivables Annually	-	-	-	-	R	A	-	-	-	C	I	-	
24		All Other Insurance Company Receivables Rejections	> 5% of Receivables Annually	-	-	-	-	R	R	-	-	-	A	I	-	
25		MOH, ARAMCO & Other Credit Customer Receivables Rejections	< 3% of Receivables Annually	-	-	-	-	R	A	-	-	-	C	I	-	
26		MOH, ARAMCO & Other Credit Customer Receivables Rejections	> 3% of Receivables Annually	-	-	-	-	R	R	-	-	-	A	I	-	
27		Write-offs / Write-	Payable write-back (e.g. reduce liability and create income)	Upto 10% of total payables outstanding annually	-	-	-	-	R	R	-	-	-	A	I	-
28			Payable write-back (e.g. reduce liability and create income)	Upto 20% of total payables outstanding annually	-	-	-	-	R	R	-	-	-	C	A	-
29			Payable write-back (e.g. reduce liability and create income)	All other amounts	-	-	-	-	R	R	-	-	-	C	C	A



30	backs	Receivable / Provision write-off (i.e. create a loss and reduce assets)	Upto SAR 500,000 annually	-	-	-	-	R	R	-	-	-	A	I	-
31		Receivable / Provision write-off (i.e. create a loss and reduce assets)	Upto SAR 1 million annually	-	-	-	-	R	R	-	-	-	-	A	-
32		Receivable / Provision write-off (i.e. create a loss and reduce assets)	All other amounts	-	-	-	-	R	R	-	-	-	C	C	A
33	Patient Discounts	Discount for Cash Patients	Upto 25% of cash price with an Annual CAP of SR 3 mm	-	-	-	-	R	A	-	-	-	I	-	-
34		Discount for Cash Patients	Upto 35% of cash price with an Annual CAP of SR 3 mm	-	-	-	-	R	R	-	-	-	A	I	-
35		Discount for Cash Patients	Upto 40% of cash price with an Annual CAP of SR 3 mm	-	-	-	-	R	R	-	-	-	-	A	-
36		Discount for Cash Patients	All other amounts	-	-	-	-	R	R	-	-	-	C	C	A
37	Banks	Opening a new bank account		-	-	-	-	R	C	-	-	-	A	I	I
38		Adding Signatories for Accounts		-	-	-	-	R	C	-	-	-	A	I	I
39		New / Renewal of Banking Facilities		-	-	-	-	R	R	-	-	-	C	C	A
	Promotions Discount		upto 30% discount on prices for special promotions	-	-	-	-	R	A	-	-	-	I	-	-
			upto 60% discount on prices for special promotions	-	-	-	-	R	R	-	-	-	A	I	-
			All other amounts	-	-	-	-	R	R	-	-	-	-	A	-
	Provisions	Provision for accounts receivable	Upto 5% of monthly credit sales	-	-	-	-	R	A	-	-	-	I	-	-
		Provision for accounts receivable	Upto 15% of monthly credit sales	-	-	-	-	R	R	-	-	-	A	I	-
		Provision for accounts receivable	All other amounts	-	-	-	-	R	R	-	-	-	-	A	-

## Signing Authorities

Category	Financial Limit (individual signature)	Category	Financial Limit (joint signatures)
Group Chairman	Unlimited	Category A + Category B	SR 1,500,000
Procure Chairman	SR 10,000,000	Category B + Category C	SR 500,000
Category A	SR 1,000,000	Category B + Category C	SR 300,000
Category B	SR 200,000		
Category C	SR 50,000		

Item	Limit (per item)	Authorities
Bank Payroll	SR 6,000,000	Category A or Category B
Sadad Payments	SR 2,000,000	Category A
Sadad Payments	SR 500,000	Category B
Sadad Payments	SR 15,000	Category C