

## **Bureau of Health Professions**

To: Lenders and Holders Participating in the Health  
Education Assistance Loan (HEAL) Program  
HEAL Lender Policy Memorandum L-94-18

Subject: Revised System for Reporting Borrower Loan Status  
Updates

The HEAL Branch has changed the borrower loan status update methodology to incorporate LOAN ID's as the key to facilitate the loan match between lenders and the HEAL database, thereby increasing the accuracy of the update process.

Effective November 1, the attached file layout is to be used in creating the tape/floppy disk for reporting status changes to HEAL loan records. **Hard copy reports and/or manifests will no longer be accepted to update a borrower's loan status.** Reporting in the manner will allow us to process your report through our automated update system and provide you with output statistics, as well as a report of record mismatches containing the necessary information to allow your required reconciliation. Please note that the space has been provided to accommodate the assigned HEAL LOAN ID which must now be included as a field in your loan status change records. (This twelve position field has been included on the Edit Acceptance List returned to you each time a disbursement manifest has been processed since October 1992.) Please contact the HEAL Branch as soon as possible to obtain any missing HEAL LOAN IDs. **Loans reported after October 1992 that have not yet passed the manifest edit criteria and, therefore, are not insured HEAL loans, should not be reported.**

The following reporting requirements supersede all previous requirements:

- 1) Report Frequency: Monthly or Quarterly
- 2) Report Medium: Magnetic tape or Floppy Disk following specifications detailed on attached layout.

