

PROFESSIONAL BILLING

| Clinical Research Policy/Procedure | |
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| Approved: December 2007 | Next Review: December 2010 |

Purpose

To define the payment process for professional fees for Swedish employed and non-employed providers and Swedish facilities conducting authorized research through the Swedish Research Center (SRC).

Responsible Persons

Swedish-employed and non-Swedish-employed providers conducting authorized research through the SRC, SRC Director, SRC Research Managers, SRC Research Coordination Staff, SRC Grants and Contracts Analysts, SRC Grants and Contracts Data Coordinator.

| Policy |
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All providers employed by the Swedish Physician Division (SPD) and/or those providers who use the SPD as their billing entity must utilize the eMISYS system through the SRC for reimbursement of research-related professional fees. No payments may be made directly to a Swedish-employed provider for services rendered under a research study contract. Payments may only be transferred to the provider's appropriate cost center via an inter-company transfer.

Providers conducting research through the SRC who are not employed by SPD are required to utilize a Non-Standard Requisition form with a Monthly Summary Invoice for reimbursement of research-related professional fees. Payment will be made directly to non-Swedish-employed providers or their respective practice.

Professional fees for providers are contractually related to the number of research subjects consented, physicals and exams conducted, office visits, investigator meetings attended and/or other procedures as outlined in the research protocol and translated into the internal budget overseen by the SRC.

| Procedure |
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This procedure establishes an efficient and accurate means of paying, tracking and documenting compensation of Swedish-employed and non-Swedish-employed providers' professional fees relating to research conducted at the SRC.

➔ **If you are uncertain about a provider's employment relationship with Swedish, contact the SRC Grants and Contracts Data Coordinator (GCDC) before submitting professional billing paperwork.**

Swedish-Employed Providers

1. The SRC Grants and Contracts Data Coordinator (GCDC) is responsible for obtaining the monthly professional billing due dates from the Swedish Central Business Services office. One week in advance of the monthly professional billing due date, the GCDC will send a group email to Research Coordinators and Research Managers requesting submission of professional billing documents at least 24 hours before MISYS Closing.
2. The Research Coordinator completes a Monthly Service Invoice form (MSI) and submits the MSI to his/her Research Manager for authorization.
 - **In cases where there is no HCFA form received from the provider, the provider must personally sign the MSI. This responsibility may not be delegated.**
 - A Non-Standard Requisition form is not necessary for Swedish-employed providers.
 - If a Research Manager is unavailable, forms may be submitted to a SRC Grants and Contracts Analyst for processing.
3. The Research Manager verifies that the charges listed on the MSI correspond with the internal budget for the relevant research study.
4. The Research Manager is responsible for submitting the MSI to the GCDC by the monthly professional billing due date.

MISYS Processing

5. Upon receipt of a MSI, the GCDC checks entries in MISYS to prevent the duplication of charges.
6. The GCDC enters charges in MISYS and prints back-up documentation for the SRC study file.
7. Upon receiving statements from SPD, the GCDC cross-checks all entries captured in MISYS.
8. The GCDC files monthly reports by:
 - a. Creating a new folder titled <Month Year> in a secured location in the T: Server;
 - b. Placing electronic copies of the SPD statements in the secured folder; and,
 - c. Checking the accuracy of the monthly reports.
9. The GCDC reviews professional fees on the Research Billing Authorization Form prepared by SPD (Authorization Form) with the SRC Director and obtains the Director's authorization.
10. Upon SRC Director's authorization, the GCDC:
 - a. Submits the original Authorization Form via interoffice mail to SPD at "SPD Central Business Services, One Union Square, Attn: <Business Office Manager>"; and,

b. Fax a copy of the Authorization Form to SPD at "SPDCentralBusiness Services, Attn: Business Office Manager".

11. Payment of professional fees is made by SPD via a transfer of funds to the provider's cost center.

Non-Swedish-Employed Providers

1. The Research Coordinator completes an Accounts Payable Check Request (APR) and submits the APR to his/her Research Manager for authorization. The Research Coordinator also prepares documentation of the professional services provided.
 - ➔ **The provider must personally sign the APR. This responsibility may not be delegated.**
 - ➔ **For APR instructions,** see Clinical Research Policy/Procedure: INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS .
 - AMSI is not required, but may be utilized as the documentation of professional services.
 - If a Research Manager is unavailable, forms may be submitted to a SRC Grants and Contracts Analyst for processing.
2. The Research Manager verifies that the charges listed on the APR correspond with the internal budget for the relevant research study.
3. The Research Coordinator/Research Manager submits the APR and the documentation of services to the Grants and Contracts Analysts.
4. APRs are processed in accordance with the Clinical Research Policy/Procedure: INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS . Payment of professional fees is made directly to the provider via this Policy/Procedure.

Forms

- ◆ Monthly Summary Invoice form
- ◆ Non-Standard Requisition form

Supplemental Information

- Clinical Research Policy/Procedure: INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS .

Expert Consultants

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RegulatoryRequirement

N/A

References

N/A

Addenda

1. MonthlySummaryInvoice(MSI)
2. AccountsPayableCheckRequest(APR)

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