

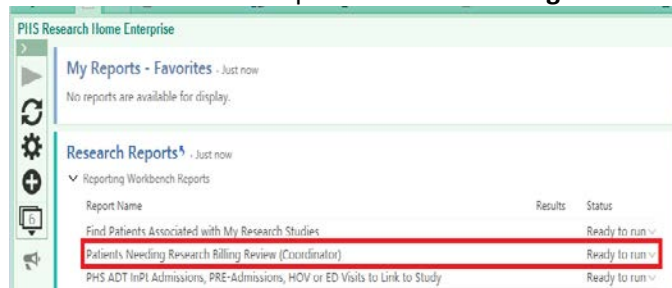
Research Billing Review

Date: 12/09/2016

Try It Out

The PI/Financial Delegate is responsible for reviewing all research related charges and completing the Research Billing Review. This is a prospective process to review charges and ensure they are being billed to the correct responsible party. The billing for services linked to research studies remains suspended until the PI/Designee has completed the Research Billing Review.

- From the home screen run the report **Patients Needing Research Billing Review(Coordinator)**.



- You can **Edit** the report criteria to select only specific studies.
 - Once you set up the report criteria for you studies if you select **Save As** you can save this report to your dashboard for future reference.
- Locate** the patient on the report and **double click** to open the patients billing report.
 - There are 3 different possible “buckets” where the patient charges pre-populate. You may see one, or more, depending on the type of linking (order or visit) or the existence of a billing calendar (created from the Medicare Coverage Analysis).
 - Study-Related – Bill to Study**
 - Study Related- Bill to Insurance/Patient**
 - Non-Study Charges**
 - Review charges and if all charges are in the correct bucket select **Mark Account as Reviewed** and charges will be sent.

01/13/14		Outpatient, NWH Parent		Hosp Acct 1000014412			
Visit 1 Screening		ZZ ACUTE CORONARY SYNDROME CETP INHIBITION (Ver. 1)		DNB (DNB Error)			
Charges							
Research Correction					Mark Account as Reviewed		
Study-Related - Bill to Study							
Rvw	Svc Date	Post Date	Code	Description	Qty	Amount	
<input type="checkbox"/>	01/13/14	01/13/14	30000743	HC GONADOTROPIN CHORIONIC QUALITATIVE	1	66.00	
Study-Related - Bill to Insurance/Patient							
Rvw	Svc Date	Post Date	Code	Description	Modifier Type	Qty	Amount
<input checked="" type="checkbox"/>	01/13/14	01/13/14	30000008	HC ELECTROLYTE PANEL	Routine	1	61.00
<input type="checkbox"/>	01/13/14	01/13/14	30000010	HC HEPATIC FUNCTION PANEL	Routine	1	93.00
<input type="checkbox"/>	01/13/14	01/13/14	30000175	HC RENAL FUNCTION PANEL	Routine	1	113.00
Non-Study Charges Grouped By Revenue Code							
Deselect All Groupers					Charge grouper: Revenue Code		
Rev Code	Description	Qty	Total				
<input checked="" type="checkbox"/> 0301	LABORATORY - CHEMISTRY	1	150.00				
<input checked="" type="checkbox"/> 0482	CARDIOLOGY - STRESS TEST	1	963.00				
Rvw	Svc Date	Post Date	Code	Description	Qty	Amount	
<input type="checkbox"/>	01/13/14	01/13/14	30000309	HC ASSAY OF AMYLASE	1	150.00	
<input type="checkbox"/>	01/13/14	01/13/14	48000173	HC CV STRS TST XERS&IOR RX CONT ECG TRCG ONLY	1	963.00	

Charge Redirection

If you note a charge is in the incorrect bucket, you can transfer a charge from one bucket to another.

1. Select the check box to the left of the charge or charges that are in the incorrect bucket and click **Research Correction**. This will open the Research Charge Correction window.

MRN	Svc Date	Post Date	Code	Description	Qty	Amount
	01/13/14	01/13/14	30000743	HC GONADOTROPIN CHROMIC QUALITATIVE	1	66.00

2. In the **Research Charge Correction** window select **Research-related** or **Not research-related**. If research-related enter in the study that the charge is associated to and if the charge should be billed to the **Patient/Insurance** or the **Study**.

Research Charge Correction

Research-related

Study: Vitamin D, Mobility, Balance and Strength am

Show only active enrolled studies

Protocol:

Treatment day:

Modifier type:

Bill to: Patient/Insurance Study

Not research-related

Accept Cancel

Modifier Type

For charges that are research related and billed to a patient/insurance, certain modifiers must be added to the account.

Selecting **Modifier Type** during Research Charge Correction:

- A. When **Research-Related and is billed to study**, you **do not** use a modifier type.
- B. When charge is **Research-Related and billed to Patient/Insurance**, specify either **Investigational/Device** or **Routine** in the **Modifier type** field.

Research Charge Correction

Research-related

Study: Vitamin D, Mobility, Balance and Strength am

Show only active enrolled studies

Protocol:

Treatment day:

Modifier type:

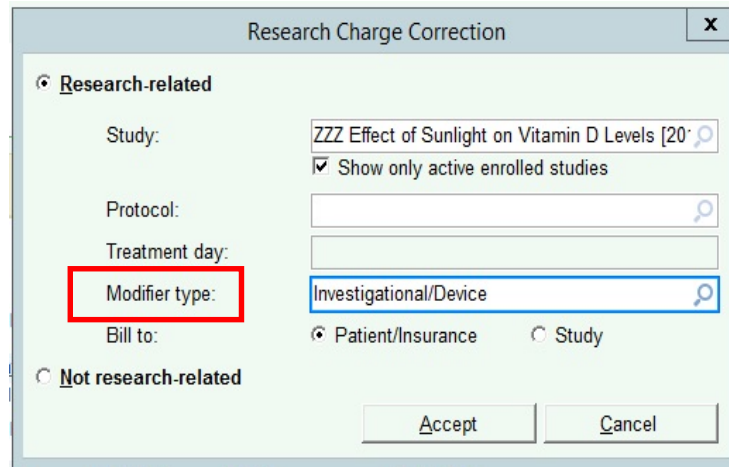
Bill to: Patient/Insurance Study

Not research-related

Accept Cancel

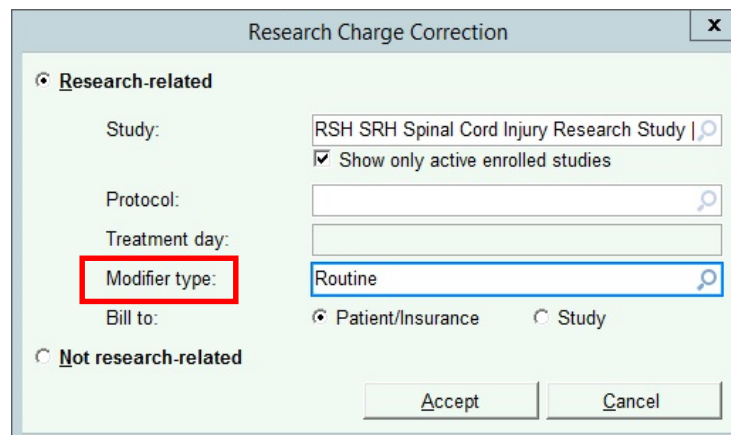
Example:

- I. **Investigational/Device:** Select Investigational/Device if the charge is for the investigational drug or investigational device itself.



The screenshot shows a 'Research Charge Correction' dialog box. The 'Research-related' radio button is selected. The 'Study' field contains 'ZZZ Effect of Sunlight on Vitamin D Levels [20]'. The 'Show only active enrolled studies' checkbox is checked. The 'Protocol' and 'Treatment day' fields are empty. The 'Modifier type' dropdown menu is open, showing 'Investigational/Device' selected. The 'Bill to' radio buttons are set to 'Patient/Insurance'. The 'Not research-related' radio button is unselected. 'Accept' and 'Cancel' buttons are at the bottom.

- II. **Routine:** Select routine if the charge is for a service related to the research protocol (not investigational device or drug) and will be covered by insurance.



The screenshot shows a 'Research Charge Correction' dialog box. The 'Research-related' radio button is selected. The 'Study' field contains 'RSH SRH Spinal Cord Injury Research Study'. The 'Show only active enrolled studies' checkbox is checked. The 'Protocol' and 'Treatment day' fields are empty. The 'Modifier type' dropdown menu is open, showing 'Routine' selected. The 'Bill to' radio buttons are set to 'Patient/Insurance'. The 'Not research-related' radio button is unselected. 'Accept' and 'Cancel' buttons are at the bottom.

3. Click **Accept**.

If all charges are now correct select **Mark Account as Reviewed** and charges will be sent.

Note: Once you select **Mark Account as Reviewed** in the Research Billing Review charges will be sent to the appropriate payer. If changes need to be changed after you select **Mark Account as Reviewed** is selected you must do a Patient Care Correction in Insight.