LOYOLA
UNIVERSITY
HEALTH SYSTEM

Research Charge Review and Billing in Epic
FIN-003
Effective date: 01/NOV/2019

I. SCOPE

This SOP addresses the administrative aspects of research billing and claims review for patient care costs incurred at Loyola University Medical Center (LUMC).

II. PROCEDURES

A. Charge Routing
1. Charges are routed to the Research Review Report (RRR) when the following conditions are met:
   a. The patient has an active association on a research study (see SOP PAT-002 Associating patients in Epic for research billing).
   b. The research study has a Study Type of Interventional, Investigational Device Study, or Coverage with Evidence Development (see PRO-011 Study records in Epic).
2. HB charges are flagged with 'HB DNB Review Not Current For Research'.
3. PB charges are flagged with 'PB LUMC Research Review Error'.

B. Charge Review and Segregation
1. Charges automatically default to "non-study related" in the RRR.
2. The Research Billing Specialist (RBS) determines the billing designation based on the coverage analysis (CA) (see SOP FIN-001 Coverage analysis development) and internal decision memos as well as patient-specific Epic data.

   a. The RBS emails the Principal Investigator and/or his/her designee ("Study Team") for direction when:
      (1) The encounter is linked to a research study but otherwise does not appear to be research related (see SOP PRO-014 Linking encounters to studies in Epic).
      (2) The comments in the CA indicate the Study Team is to be contacted.
      (3) Additional information is needed to complete the review.
3. The RBS refers to 'Research Charge Review & Segregation' training guide to appropriately adjudicate charges.
4. The research billing manager completes the QA review and removes DNBs and Errors from the accounts.

C. Billing
1. Charges routed to the study account are automatically repriced according to LUMC Policy CR-001 Pricing Structure for Clinical Research. Charges are invoiced to the Study Team according to SOP FIN-004 Invoicing research patient care costs.
2. Charges routed to the patient account as non-research related are billed in the usual manner.
3. Charges routed to the patient account as research related are handled according to the 'Research Charge Review & Segregation Training Guide'.

III. REFERENCES

A. FIN-001 Coverage Analysis Development
B. PRO-011 Study records in Epic
C. PRO-014 Linking encounters to studies in Epic
D. PAT-002 Associating patients in Epic for billing
E. FIN-004 Patient care invoicing
F. Mandatory Reporting of National Clinical Trial (NCT) Identifier Numbers on Medicare Claims Prepared by: Pat Brocato-Simons and Rosemarie Hakim, PhD (CMS Senior Research Technical Advisor), 10/31/14.

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G. Medicare Claims Processing Manual Chapters 68 and 69
H. LUMC Policy CR-001 Pricing Structure for Clinical Research

IV. ASSOCIATED DOCUMENTS AND FORMS

A. Research Charge Review & Segregation Training Guide
B. Coverage analysis institutional decision memos

V. APPROVALS

Stephanie Ellis   12/3/19
/ Director, Revenue Integrity (or designee)   Date

Revision History

Effective Date	Summary of Changes
1/Jun/2016	Initial version
1/Apr/2019	Simplified and updated to align with Epic's current state; updated to include references to the Research Charge Review & Segregation Training Guide instead of listing detailed step-by-step in this document
1/Nov/2019	Added automated re-pricing in Epic