

## Research Billing Work Flow

<b>JCCTR</b>	Conducts <b>Medicare Coverage Analysis (MCA)</b> to ensure the study is a qualifying clinical trial according to CMS rules. If it is, the <b>MCA</b> differentiates research vs. routine costs reimbursed by CMS to negotiate the budget with the sponsor and build our billing grid in Study Manager. If it is not, the CRC will receive a Non-Qualifying Clinical Trial letter from JCCTR	Negotiates budget with Fair Market Value (FMV) pricing policy and MCA
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<b>CRC</b>	Sends email to <b><i>UTMCscheduling@utoledo.edu</i></b> to pre-register patients for upcoming study visits ( <i>do not need to pre-register if no clinical trial services are being performed</i> ) and copy <b><i>UTStudyStartUp@utoledo.edu</i></b>	Need to update <b>Study Manager</b> ASAP with the appropriate dates and type of research services completed ( <i>JCCTR reviews this data against patient claims to ensure proper billing</i> )
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<b>Pre-Reg</b>	Registers research patients under grant insurance policy in Athena and STAR
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<b>JCCTR</b>	<b>Sets alerts</b> in Athena & STAR for pre-reg pts and enters them as clinical trial patients to have bills put "on hold"	Completes <b>Clinical Trial Participant form</b> for research subjects that is picked up by HIM everyday	Reviews <b>Athena reports daily &amp; UTMC bills weekly</b> to mark up "on hold" patient claims. Tell billers what codes/modifiers need to be added to the claim and who should be billed (i.e., grant, CMS, or 3rd party payor)
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<b>JCCTR</b>	<p style="text-align: center;"><b>UTP</b></p> <p><b>UTP</b> reduces patient claim to research rates (see Research Discount Rate Policy). Athena sends the <b>JCCTR</b> printed claims. <b>JCCTR Budget Administrator</b> approves claim for payment and sends to <b>Grants Accounting</b>. <b>Grants Accounting</b> sends to <b>Accounts Payable</b> who pays the claim and submits payment to Athena.</p>
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<b>JCCTR</b>	<p style="text-align: center;"><b>UTMC</b></p> <p><b>JCCTR</b> reduces patient claim down to research rates (see Research Discount Rate Policy). Patient claim is then sent to PFS and payment is transferred internally from grant account to PFS.</p>
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Claims paid for by the Grant