# University Medical Center of Southern Nevada (UMC) CLINICAL TRIALS office

# Research Charge Adjudication and NCT# Reporting

SOP # CTO - 1004.1

|  |  |  |
| --- | --- | --- |
| **Original Date** | **Review Dates** | **Revision Dates** |
| 3/2015 | 3/2015 | TBD |

**POLICY**

1. Policy Purpose
2. The purpose of this policy is to outline the process by which University Medical Center of Southern Nevada (UMC) Clinical Trials Office (CTO) adjudicates research charges and includes the required eight-digit National Clinical Trial number on associate claims .
3. This process begins after the research participant has been discharged from UMC.
4. This process ends when research charges have been adjudicated and all routine care charges have been identified and associated with the NCT number.
5. Policy Statements
6. Per SOP#CTO-1003.1, the Clinical Trials Office will flag/identify clinical trial patients in the UMC billing system.
7. The UMC billing system will automatically run "Admits yesterday with CTO info" and "CTO Discharge report".
8. The "CTO Discharge report" is distributed to the CTO and Health Information Management (HIM).
9. When a "CTO Discharge report" is distributed HIM is responsible to code each account as research at the encounter level and notify the CTO when complete.
10. The CTO will extract the research patients account record to identify charges as routine care or research. Research charges will indicate the IO associated with the research account for payment. The detail report will be forwarded to Fiscal Service and Patient Accounting Services.
11. Patient Accounting Services will remove identified research charges from the patients account and release the adjudicated bill.
12. Fiscal Services will be responsible for payment of research charges identified in the patient research report.

**PROCEDURE/GUIDELINE**

**Research Billing Adjudication and**

1. Once the patient has been flagged as a clinical trial patient in the billing system and a study visit occurs (i.e., charges are generated and posted in the UMC billing system) the day following posted charges the "Admits yesterday with CTO info" will be distributed to the CTO.
2. The CTO will enter the Value Code D4 - Clinical Trial and NCT# at the encounter level for each active clinical trial patient. In the UMC billing system Utilizing the STAR Navigator the CTO will:
	1. Select "Admitting MPI Search w/Pre-Admits
		1. Search/locate the Patient MPI Search window
		2. locate the associated visit/encounter
		3. Select Visit
	2. From the Clinical Trials menu select "Admission Revision"
		1. Ensure the correct patient has been selected
		2. Verify name, DOB, Sex
		3. In the Value Codes section, double click the field value code #1 and the UB Value Codes window will open to enter values
			1. From the Value Code drop down list select D4 CLIN TRIAL # ASSIGNED NLM/NIH
			2. In the Amount field enter the 8 digit NCT# - this must be entered in a dollar/decimal format (99999999 = 999999.99)
	3. Send an email to the HIM email group stating "*The following flagged Clinical Trail patients (accounts) were admitted yesterday and the NCT# has been entered at the encounter level:*

 *Account 1
 Account2
 Etc.*"

1. HIM is responsible for
	* 1. Verifying Informed Consent Document (ICD) in patients chart
2. Daily HIM will receive CTO Discharge report
	1. At patient discharge HIM will code with V70 and add modifiers
	2. HIM will email CTO that encounter level charges have been coded and are ready for review and adjudication
3. CTO runs the *Patient Charge Audit Extract* report from STAR
	1. From the STAR Navigator – Clinical Trials Tab Click *Patient Charge Audit Extract*
	2. CTO reviews all charges and identifies each charge as Research or Routine Care
	3. CTO emails all adjudicated excel reports for that patient to the Post Adjudication email group
	4. stating: " Attached is/are the adjudication reports for Clinical Trial patients bills. Please route charges as indicated."

**ATTACHMENTS**

**FOR MORE INFORMATION CONTACT**

Director, Clinical Trials Office

**APPROVAL BODIES**

Clinical Trials Office

# KEYWORDS

Clinical Research