

## In This Issue

- Human Subject Research Billing

## Quick Links

- [University Hospitals](#)
- [Center For Clinical Research and Technology](#)
- [Office of Research Compliance](#)
- [UHCMC IRB](#)
- [UHCMC Grants and Contracts](#)
- [William T Dahms Clinical Research Unit](#)
- [Clinical Trial Listing](#)



## Questions, Comments, Suggestion?

If you have questions, comments or have a suggestion about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: [clinicalresearch@uhhs.com](mailto:clinicalresearch@uhhs.com) or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

## Education Updates!

[Click Here](#)

## Contact Us

Office of Research Compliance  
Lakeside 1400  
11100 Euclid Avenue  
Cleveland, Ohio 44106  
216.844.5576

**E-mail us!**

## Human Subject Research Billing

The Center for Clinical Research and Technology has recently reviewed internal processes related to human subject research billing as outlined in Policy R-2 ***“Patient Billing Under Research Grants”*** R-2 and has improved certain documentation requirements. Because clinical research often takes place in conjunction with routine clinical care of the patient, it is important to ensure that billing for clinical and research procedures is processed timely and in compliance with legal requirements. Research subject billing is coordinated by the Grants and Contracts Office and the staff are available to assist investigators and study coordinators with these activities across University Hospitals.

### Notification Procedure

Each time a procedure is completed for research, the research biller must be notified. This notification must occur either immediately before the procedure takes place or on the day of the procedure; it must be completed by a member of the PI’s research staff or a department administrator. The ***Research Billing Notification Form*** [Research Billing Notification Form](#) is used for this notification and is available on the Grants & Contracts webpage. The sample below lists the essential information needed.

Patient Name/Initials: \_\_\_\_\_  
 Medical Record Number: \_\_\_\_\_  
 Principal Investigator: \_\_\_\_\_  
 Protocol Title: \_\_\_\_\_  
 Date of Procedure Service: \_\_\_\_\_  
 List Tests/Procedures/Services Being Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Billed to:            Research ( )    or    Standard of Care ( )

Information sent from: \_\_\_\_\_ Ext: \_\_\_\_\_

### Billing Process

Bills for research patient technical and professional charges are created and printed from the appropriate patient billing system, and reflect the full charge. The Research Patient Biller mails the bills to the identified person in charge of reviewing patient bills for each sponsored project. The designated patient bill reviewer completes the appropriate UHCMC Patient Billing Memorandum and determines whether or not the patient bills are charged to a UH grant account (PTAEO) or a CWRU grant account (Speedtype). The Post-Award Office grant accountants charge the appropriate UH PTAEO or CWRU Speedtype.

For questions about the billing process, information or for individual or group training, please contact David Ehlert, Director Research Operations at (216) 844-5527, Leslie Johnson, Grant Accountant at (216) 844-5993; or Paul Radvansky, Grant Accountant, at (216) 844-8453.