

Notes from November 2011 Coordinator Meeting – Study Participant Registration & Billing presented by Ellen Pastizzo, Director USFPG Revenue Cycle Operations (RCO)

- Study patient visits must be scheduled/registered as a study visit in IDX (see attached Study Appointment Types by Sched Department). If your department is not listed or you need to modify the study visit types for your department contact Pat Morris.
- When scheduling between departments for services provided as part of a study, be sure to schedule using the study visit types. This allows the department to bill the study instead of the patients insurance for the visit.
- The visit type generates a research charge ticket with only a handful of services listed. RCO is developing research specific charge tickets for departments.
- If the study participant requires additional services as standard of care that are outside of the study visit activity, ask the front desk to generate a SOC charge ticket in order to bill for non-study SOC charges.
- RCO does not track provider research productivity, i.e. "Research RVUs". RCO does not enter "No Charge" study tickets.
- To get pricing for your study budget, go through your Project Liaison (Susan Potter or Amy Giordano). They will work with you to get the specific CPT codes and will get pricing from USFPG as well as from other external vendors. The clinical research coordinator does not need to get pricing between departments.
- The Contract Account is used for both inpatient and outpatient services (See attached New/Revised Company Account). This causes the bill to get assigned to the proper payer or account. USFPG does the billing for the physicians and will do the billing for the PET scanner at Byrd Institute. This excludes Radiology Associates of Tampa (RATS) who do their own billing for physician services. RATS contacts are Kevin Clifford and John Difiori.
- Leah Moore is the USFPG contact to set up inter-departmental contracts. When services are provided as part of the study, write "Bill to contract # ____" on the charge ticket. When the Journal Entry is done between the departments for the study services provided, notify Leah so that she can close the loop regarding the accounts receivable (A/R).
- The three critical data points that are needed to set up to ensure correct billing is done include the correct CPT code, the name of the provider and the name of the patient.
- A list of study patients for each active study must be sent via email to Ellen Pastizzo (cc Billie Lee). This will allow RCO to flag study participants in the system to avoid inappropriate billing.
- Work in tandem with your department administrator(s) to ensure that an invoice is created in FAST in order to pay for study related services, as applicable.

NEW/REVISED COMPANY ACCOUNT

Date: _____ USFPG Contract# _____

*Name of Contract: Contract, _____

*Requestor: _____ *Phone#: _____

*Bill To: _____

*A/R Contact: _____

Other Contact: _____

*Responsible Party (Physician): _____

Other Physicians: _____

Purpose of Contract: _____

*CPT Codes/Charges/Reimbursement: _____

If Drug Study: Grant Account #: _____

Coordinator: _____

Comments: _____

* Required fields

STUDY APPOINTMENT TYPES BY SCHED DEPARTMENT

CARDIOVASCULAR SCIENCES

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
6	STC	STUDY NEW TO CLINIC	30	N NPC	N	
8	STP	STUDY NEW TO PROVIDE	30	N NPP	N	
34	STE	STUDY ESTABLISHED PA	30	N EPV	N	

DERMATOLOGY CUTANEOUS SURGERY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
50	STC	STUDY NEW TO CLINIC	15	N NPC	N	
51	STP	STUDY PT NEW TO PROV	15	N NPP	N	
52	STE	STUDY ESTABLISHED PT	15	N EPV	N	

FAMILY MEDICINE

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
90	STC	STUDY NEW PT TO CLIN	20	N NPC	N	
91	STP	STUDY NEW PT TO PROV	20	N NPP	N	
92	STE	STUDY ESTABLISHED PT	20	N EPV	N	

GENERAL SURGERY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
4	STC	STUDY NEW TO CLINIC	20	N NPC	N	
6	STP	STUDY NEW TO PROVIDE	20	N NPP	N	
7	STE	STUDY ESTABLISHED PT	20	N EPV	N	

NEPHROLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
30	JSP	STUDY SCREENING 1 HO	60	N NPP	N	
32	SRP	STUDY RANDOMIZATION	180	N NPP	N	
33	STP	STUDY NEW TO PROVIDE	30	N NPP	N	
34	STE	STUDY ESTABLISHED PA	30	N EPV	N	

NEUROLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
28	STC	STUDY NEW PATIENT TO	15	N NPC	N	
29	STP	STUDY NEW PATIENT TO	15	N NPP	N	
30	STE	STUDY ESTABLISHED PA	15	N EPV	N	
100	X1E	EXAM RM 1 STUDY EPV	15	N EPV	Y	TIED TO ROOMS-MORSANI FIRST FLOOR
101	X1C	EXAM RM 1 STUDY NPC	15	N NPC	Y	
102	X1P	EXAM RM 1 STUDY NPP	15	N NPP	Y	
103	X2E	EXAM RM 2 STUDY EPV	15	N EPV	Y	
104	X2C	EXAM RM 2 STUDY NPC	15	N NPC	Y	
105	X2P	EXAM RM 2 STUDY NPP	15	N NPP	Y	
106	X3E	EXAM RM 3 STUDY EPV	15	N EPV	Y	
107	X3C	EXAM RM 3 STUDY NPC	15	N NPC	Y	
108	X3P	EXAM RM 3 STUDY NPP	15	N NPP	Y	
109	X4E	EXAM RM 4 STUDY EPV	15	N EPV	Y	
110	X4C	EXAM RM 4 STUDY NPC	15	N NPC	Y	
111	X4P	EXAM RM 4 STUDY NPP	15	N NPP	Y	
112	N1E	INFU RM 1 STUDY EPV	15	N EPV	Y	

113	N1C	INFU	RM	1	STUDY	NPC	15	N	NPC	Y
114	N1P	INFU	RM	1	STUDY	NPP	15	N	NPP	Y
115	N2E	INFU	RM	2	STUDY	EPV	15	N	EPV	Y
116	N2C	INFU	RM	2	STUDY	NPC	15	N	NPC	Y
117	N2P	INFU	RM	2	STUDY	NPP	15	N	NPP	Y
118	N3E	INFU	RM	3	STUDY	EPV	15	N	EPV	Y
119	N3C	INFU	RM	3	STUDY	NPC	15	N	NPC	Y
120	N3P	INFU	RM	3	STUDY	NPP	15	N	NPP	Y
121	N4E	INFU	RM	4	STUDY	EPV	15	N	EPV	Y
122	N4C	INFU	RM	4	STUDY	NPC	15	N	NPC	Y
123	N4P	INFU	RM	4	STUDY	NPP	15	N	NPP	Y

NEUROSURGERY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
6	STC	STUDY NEW TO CLINIC	30	N NPC	N	
8	STP	STUDY NEW TO PROVIDE	30	N NPP	N	
34	STE	STUDY ESTABLISHED PA	30	N EPV	N	

OBSTETRICS AND GYNECOLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
32	STC	STUDY NEW TO CLINIC	30	N NPC	N	
33	STP	STUDY NEW TO PROVIDE	30	N NPP	N	
34	STE	STUDY ESTABLISHED PA	30	N EPV	N	

OPHTHALMOLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
28	STC	STUDY NEW PATIENT TO	60	N NPC	N	
29	STP	STUDY NEW PATIENT TO	60	N NPP	N	
43	STE	STUDY ESTABLISHED PA	30	N EPV	N	

OTORHINOLARYNGOLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
90	STC	STUDY NEW PT TO CLIN	30	N NPC	N	
91	STP	STUDY NEW PT TO PROV	30	N NPP	N	
92	STE	STUDY ESTABLISHED PT	30	N EPV	N	

PEDIATRIC ALLERGY AND IMMUNOLO

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
18	STC	STUDY NEW PATIENT TO	20	N NPC	N	
19	STP	STUDY NEW PATIENT TO	20	N NPP	N	
20	STE	STUDY ESTABLISHED PA	20	N EPV	N	

PEDIATRIC RHEUMATOLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
5	STC	STUDY NEW PATIENT TO	30	N NPC	N	
6	STP	STUDY NEW PATIENT TO	30	N NPP	N	
7	STE	STUDY ESTABLISHED PA	30	N EPV	N	

PEDIATRICS

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
42	STC	STUDY NEW PATIENT TO	30	N NPC	N	
43	STP	STUDY NEW PATIENT TO	30	N NPP	N	
44	STE	STUDY ESTABLISHED PA	15	N EPV	N	

PEDS GENERAL AND MEDICINE

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
42	STC	STUDY NEW PATIENT TO	30	N NPC	N	
43	STP	STUDY NEW PATIENT TO	30	N NPP	N	
44	STE	STUDY ESTABLISHED PA	15	N EPV	N	

RHEUMATOLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
32	STC	STUDY NEW TO CLINIC	30	N NPC	N	
33	STP	STUDY NEW TO PROVIDE	30	N NPP	N	
34	STE	STUDY ESTALBISHED PA	30	N EPV	N	

SUNCOAST GERONTOLOGY CENTER

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
10	UNA	UNAVAILABLE		Y UNA	N	
11	SPC	STUDY PT COGNITIVE	30	N EPV	N	
12	SPG	STUDY PT GLOBAL RATI	30	N EPV	N	
13	SPI	STUDY PT INFUSION	30	N EPV	N	
14	SPM	STUDY PT MEDICAL	30	N EPV	N	
15	STU	STUDY COORDINATION	30	N EPV	N	

UROLOGY

NUM	MNEM	APPT TYPE	DUR	NCLIN?CAT	RES?	Prerequisites
20	STC	STUDY NEW PT TO CLIN	20	N NPC	N	
21	STP	STUDY NEW PT TO PROV	20	N NPP	N	
22	STE	STUDY ESTABLISHED PT	20	N EPV	N	