



# OnCore Financials Companion Guide Radiology Service Area Information

This document is intended to assist clinical trial study teams navigate study set up, management and close out with the department of Radiology and/or the Daniel M. Soref Center for Imaging Research (CIR).

### Contact information:

For general inquiries or service center requests please email [radiologyresearchbilling@mcw.edu](mailto:radiologyresearchbilling@mcw.edu).

For OnCore Financials support, please contact [OncoreFinancials@mcw.edu](mailto:OncoreFinancials@mcw.edu).

For questions specific to the CIR, please email [ResearchMRITechs@mcw.edu](mailto:ResearchMRITechs@mcw.edu).

### Set Up (for protocols using [OnCore Financials](#)):

OnCore Financials allows study teams to access radiology research procedure pricing through the OnCore Financials Chargemaster and communicate a request to utilize radiology services, including the CIR. It also facilitates radiology and/or the CIR’s administrative approval process for that request. When using OnCore Financials, no other documentation (i.e., paper forms) is needed.

### OnCore Financials steps:

1. Complete the billing grid under the coverage analysis console with all needed radiology procedures (Coverage Analysis Console > Procedures).
  - a. Note: MRI CPT codes in the chargemaster are available with “-FH” or “-CIR” suffix. Please select the appropriate option based on the location of the scan.
2. On the annotations tab under the PC console, select “radiology” and/or “CIR” for service area signoff.
  - a. The “service area start date” refers to the date at which the protocol is ready to be reviewed and signed off by the assigned service area staff.

Service Areas								
1. Service Area Signoff	2. Other Service Area, specify	3. Review Type	4. Service Area Start Date	5. Service Area End Date	6. Assigned Service Area Staff	7. Anticipated duration of protocol (in months) requiring Service Area Support	8. Comments	9. Results to:
Radiology		Initial Review	03/26/2024		Madeline Kornbeck			acarabajal@mcw.edu intake@CS-Operations.com

- b. [Radiology and/or CIR assigned staff](#) will update the annotation with a “service area end date” and any relevant comments when our review is complete.

**NOTE: by creating an annotation, radiology staff assume your protocol is ready to be reviewed. Please do not complete this step until the billing grid is complete. The “service area start date” should reflect the date at which the protocol is ready to be reviewed.**





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- c. To expedite the review, please send an email to the assigned [service area staff](#) at [radiologyresearchbilling@mcw.edu](mailto:radiologyresearchbilling@mcw.edu) when your protocol is ready to review.
- d. For CIR based procedures, this process is done in tandem with the CIR's [study onboarding process](#) via iLab.

### Management

#### Placing an Order in EPIC - Checklist

1. When placing an order in EPIC, be sure to associate that order with the correct study by using the  button.
  - a. In the Orders activity and other ordering activities, click  **RSH Assoc** or click **Options** and select **Research Association**.
  - b. Select the order that should be associated with the study and click **Accept**.
2. Additionally, include in the procedure\* comments: *The [procedure] scheduled for [Name MRN] requires no pre-authorization - it is paid by research and OCRICC will pull the charges and invoice the study PRO###. (\*this does not apply to office visits)*
3. **Be sure to complete [Professional Billing Human Research Charge Notification Form](#) to Clinical Physician Services (CPS).**

### CIR Scheduling

1. Clinical blocks
  - a. Clinical blocks are pre-reserved time in iLab for clinical patients (scheduled in EPIC) to utilize. These are available on Soref 1 every:
    - i. Tuesday and Wednesday: 8:00am-2:00pm
    - ii. Thursday: 10:00am – 4:00pm
  - b. Once orders are placed in Epic with the CIR's specific order note. Central scheduling will enter the appointment into any available timeslot on the CIR's schedule.
  - c. Any unused timeslots within the clinical blocks will be released to research users 1-week out. The CIR team will block the corresponding time of exams scheduled in EPIC, in iLab, prior to releasing those time slots.
  - d. For clinical exams in EPIC to be correctly routed to the CIR, they must contain the CIR's specific order notes. This is done through EPIC Smart Phrases (DotPhrases) that can be entered into the



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order notes and are defined below. The phrase MUST start with a period and be followed with the exact wording listed. Otherwise, the SmartPhrase will not appear.

i. .CIRCLINBLOCK:

1. [Must be/ Could be/ Should be} scheduled at MCW CIR {Soref 1/Soref 2}

ii. . CIRCLINICALTRIALS (Clinical Trial specific)

1. Must be scheduled at MCW CIR {Soref 1/Soref2}
2. Schedule on \_\_\_ DATE at \_\_\_ {am/pm} (not needed if your study does not require a specific time under the clinical blocks)
3. Schedule for \*\*\*minutes
4. Protocol # \*\*\*
5. Protocol Title: \*\*\*
6. Scheduled in iLab: {yes/no}

2. Scheduling Clinical exams on Soref 2 or outside of the Soref 1 clinical blocks.

- a. The exam must be scheduled in iLab first to reserve the time, then an order must be placed in Epic.

- i. ILab – Include in the event notes “No charge. This exam is scheduled/billed through EPIC.”

ii. EPIC Smart phrases:

1. .CIRNONCLINBLOCK

- a. {Must be/Could be/Should be} scheduled at MCW CIR {Soref 1/Soref2}
- b. Schedule on \*\*\*DATE at \*\*\*{am/pm}

2. .CIRCLINICALTRIALS (Clinical Trial specific)

- a. Must be scheduled at MCW CIR {Soref 1/Soref2}
- b. Schedule on \_\_\_ DATE at \_\_\_ {am/pm}
- c. Schedule for \*\*\*minutes
- d. Protocol # \*\*\*
- e. Protocol Title: \*\*\*



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f. Scheduled in iLab: {yes/no}

### Billing

1. For exams performed at either FH or the CIR, you will receive both a detailed (excel) and a summary invoice (word document).
2. Please review the detailed invoice to ensure the procedure information is correct.
  - a. If any corrections are required, please send revisions to Claire McMahon
3. Please complete the summary invoice by adding the project fund number and an authorized signature.
  - a. The completed summary invoice should be forwarded to Service Center Billing ([servicecenterbilling@mcw.edu](mailto:servicecenterbilling@mcw.edu)), CC'ing Claire McMahon ([cmcmahon@mcw.edu](mailto:cmcmahon@mcw.edu)).

### Close Out

Please email [researchMRItechs@mcw.edu](mailto:researchMRItechs@mcw.edu) and [radiologyresearchbilling@mcw.edu](mailto:radiologyresearchbilling@mcw.edu) at least 30 days before study closure to ensure final billing can be processed and proper record keeping can be completed.