

QUICK TIPS & FAQ'S

Research-Related Professional Billing Submissions

1. Where can I access the form?

- ▶ Accessible via direct [LINK](#) OR via TRAIN.MCW.EDU click the Submit Research Billing hyperlink

2. What are the guidelines for use of the form?

- ▶ The MCW Office of Research SOP (Stand Operating Procedure) Research Billing Process Compliance provide the guidelines for use of the form.

3. Can this form be used to report my hospital related research charges?

- ▶ No. Use of the MCW-Human Research Charge Notification survey is required by CPS for submission of professional or MCW research-related claims (charges). It is not a replacement for established processes for facility billing at Children's Wisconsin, Froedtert or Versiti.

OCRICC:

- ▶ Reminder that "OCRICC **only** requires notification (of study charges) by the study team (when there is) a variance of Froedtert services in comparison to the agreed upon MCA"

- ▶ **Notice of Submission** email (from CPS) **MAY BE USED** to submit the variance of Froedtert Services to OCRICC, **IF** the following **MODIFICATIONS ARE COMPLETED** by the Study Coordinator

- Change the Subject line of email = Notification of Variance-Froedtert Service, project OCRICC ID number
- Study Coordinator **highlights the event** (procedure or service) that is the variance (change for agreed MCA) and describes next to the event why it occurred

4. When do research professional charges need to be submitted?

- ▶ Submission is **required within 24 hours** of the completed visit, procedure, or service to assure routing of claims to the appropriate payor (study or patient/insurance)
- ▶ Any delay may result in claims to patient / insurance

5. Is Epic research encounter or order linking substitution for submission of the Qualtric survey process?

- ▶ **NO!** Encounter or order linking in the epic research module **is not a substitute** for submission of the MCW-Human Research Charge Notification survey to CPS.
 - At this time, CPS (MCW Professional Billing) continues to require the submission of the MCW-Human Research Charge Notification

6. What information is required for the completion of the MCW-Human Research Charge Notification survey?

Supporting Details:

- ▶ **Coordinator or Delegated Billing Person** (Name, email address, and department / division.)
- ▶ **Study Participant Details** (Name, date of birth, medical record number, study or adverse event diagnosis.)
- ▶ **Treating Physician name** (Name of treating investigator or provider. This would only be the PI when they are providing the service (complete the visit). Billing Compliance Criteria.)
- ▶ **Study Information** (IRB submission number, short title, IND or IDE numbers, NCT number.)

Charge Event Details:

- ▶ Include details of each event (study visit, procedure, or service) provided by an MCW provider (licensed MD, or other licensed practitioner as a separate line item on the MCW-Human Research Charge Notification
- ▶ Includes all procedures and visits completed for the purpose of research regardless whether it is paid by the study or patient/insurance
- ▶ Accurately complete all fields related for each line item, each detail represents information required for claims management in Epic.
- ▶ The coverage analysis completed prior to study initiation should be your guide in identification of research related visits, procedures, and services
- ▶ Procedures or tests completed on sponsor supplied equipment or sent to study core labs would not be included as a line item, as these items would not generate a claim or charge to be processed by CPS
- ▶ Current limit on number of events per survey is 12, a second survey would be added for additional events

7. Will I receive confirmation that I submitted my professional billing Qualtrics survey?

- ▶ Within minutes of submitting the Qualtrics survey a Notice of Submission is sent to the email address entered for the study coordinator.
 - Notice of Submission should be saved with study financial records for documentation of professional charge submission or reference for future questions.

8. Who do I contact for questions or concerns regarding professional research billing or the change to the submission process?

- ▶ Regarding charges contact CPS CPSMCWResearchPBBilling@mcw.edu
- ▶ On the submission process or the Human Research Charge Form, contact Susan Mauermann RN, CCRC smauerma@mcw.edu

9. Are there examples available for completion of the MCW-Human Research Charge Notification survey?

Event Examples:

| | |
|-----------------------------------|---|
| Visits | Screen Visit: seen by First Last, MD |
| | Day 3 Follow-up: seen by First Last (Study Coordinator)* |
| | COVID test for study procedure: ordered by First Last, MD |
| | Month 6 Follow-up: seen by First Last, MD |
| Procedure's | ECG |
| | PFO Closure: completed by First Last, MD |
| | Pulmonary Function Test |
| | CT scan of abdomen with contrast |
| | Basic Metabolic Panel |
| Indicate when MCW Facility | PFO Closure : completed at Sargent ASC |

▶ Each research related visit in which a billable provider is utilized is entered on a separate event line.

▶ Asterisk (*) indicates visits completed by study coordinators, as they will be included in Epic. This allows for correct claims processing.

MCW Location Alerts:

- Service performed at an ASC:
 - Froedtert Surgery Center,
 - Drexel Surgery Center,
 - West Bend Surgery Center
- CPS currently processes the Facility billing for the above ASCs.
- Service performed at the MCW Ortho Space: Froedtert & MCW Sports Medicine Center

In the section “Any additional comments - please list here”

- Examples of supportive information or comments which could be added:
 - ▶ No current CPT code for procedure, recommended (similar) CPT 41512.
 - ▶ Information shared by sponsor for claims processing. If this information is provided as a separate document, you may include that as a document in the previous section.
 - ▶ Investigator Initiated IDE studies, CMS approval documents (Medicare Coverage Analysis)
 - ▶ Any information which you feel will help process the charge correctly, the risk of non-compliance is shared equally by the provider and MCW