
Clinical Research Enterprise (CRE)

Standard Operating Procedures

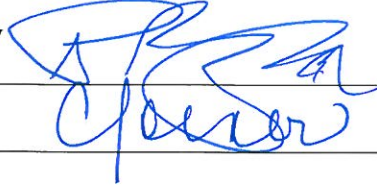
UAB Hospital Billing

SOP #: 1.11

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Approval: Approved By



Date

1.1.19

2.13.19

Revision History:	Version	Effective Date	Description

Purpose

The purpose of this SOP is make sure all hospital invoices &/or bills are paid in a timely matter. We also want to make sure the department isn't being billing incorrectly by referring back to the billing grid matrix.

References

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Scope

This SOP applies to the Clinical Trial Manager.

Allowable Exceptions

This SOP is meant to be followed without deviation.

I. Billing Procedures

- Once an invoice &/or bill has been received, the financial assistant reviews all charges. All patient(s) listed are reviewed to ensure they are participants of that trial.
 - The charges listed on the invoice are compared to the prices of the billing grid to make sure they are correct. If the charges are incorrect, the invoice is revised to indicate the correct price. Also, adjust the total charges accordingly.
 - Copies of the invoices are obtained & the originals are forward to Patient Services with the appropriate UAB billing form.
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Training

- Complete the internal payment form
- The Clinical Trial Manager & Research Nurse Manager signatures are required
- Include the GA account number that will be used for payment
- List all contact information
- Make copies for CRE records
- Send all documents to Patient Financial Services