
Clinical Research Enterprise (CRE)

Standard Operating Procedures

MSO Billing

SOP #: 1.04

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Date

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Purpose

The purpose of this SOP is to describe the policy assuring all study accounts are billed correctly. If items are billing incorrectly, the Clinical Trial Manager will contact the appropriate area for all necessary adjustments.

References

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Scope

Allowable Exceptions

This SOP is meant to be followed without deviation.

I. Processing Invoices

- a. Invoices should be sent to the Clinical Trial Manager. Any invoice received by any staff member is forwarded to the Clinical Trial Manager for processing.
 - i. Once an invoice(s) has been received the designated staff matches charges with the billing grid for accurate pricing. If the pricing is incorrect, the appropriate adjustment is made to the invoice. The correct total is added to the at bottom of the invoice, and submitted appropriately
 - ii. Corrected invoices are scanned and emailed to the appropriate accountant.

II. Tracking Invoices

- a. The Clinical Trial Manager tracks invoices submitted to ensure the proper monies are taken from the proper accounts. Any errors in processing invoices

are discussed and rectified with MSO.

Training

- Log into the Oracle system
- Enter the UAB FN Document Entry/Approval responsibility
- Log onto APUAB Payment Request
- The payment type will be Vendor Services
- Supplier Number is 385709
- Enter invoice number, date, and amount of distribution
- Save and print screen
- Click the distribution icon, the system will give the payment request #
- Enter the account number(s) for payment
- Save
- Exit out of this section, go to Add Documentation
- List the description of this payment, save and print screen
- Submit the payment request
- Fax barcode information, payment request #, home screen, documentation screen and MSO bill to 64701
- Once submitted, it goes to the next approver in the division
- The payment request is sent to purchasing for approval
- Once approval has been made by purchasing, notification will be sent to the requester via email