MRI Research Center Billing Policy

RATES

• **Internal Users**
  - Federal Grant Supported Research - $500/hour
  - Non-Federal Grant Supported Research (includes investigator initiated industry) - $500/hour
  - Industry Sponsored Research - $1,000/hour

• **External Users**
  - Federal Grant Supported Research - $750/hour
  - Non-Federal Grant Supported Research (includes investigator initiated industry) - $750/hour
  - Industry Sponsored Research - $1,000/hour

• **Clinical Trials**
  - Defined as studies containing clinical components that must go through EPIC
  - Rate is equal to either the budgeted % or the NIH required % of hospital charges

• **Phantom Scans for Individual Studies** - $300/hour

• **Data Analysis Support Fees** - $75/hour

• **Pulse Sequence Development Fees** - $250/hour

• **Start-Up Costs** - $375/flat rate up to 4 hours, $150/hour for additional hours
  - Fees are intended to cover meetings, development and testing of protocols, quality assurance scans, test subject scans to ensure proper scanning performance, and dummy scans for clinical trials
  - For non-typical protocols requiring extensive start-up time and labor additional negotiable fees will apply

• **Discounted rates are available after regular business hours as outlined below:**
  - 6:00PM – 12:00AM Rate will be 75% of regular business hour rates
  - 12:00AM – 6:00AM Rate will be 50% of regular business hour rates

• Hourly rates listed above do not include the contrast agent fee which is an additional charge that will be billed to users at cost if used during a study

POLICY/GUIDELINES

• Charges are calculated on the quarter hour and will be rounded up to the nearest ¼ increment.

• Cancellations:
  - 48 hour notice is required to cancel a scanning slot at no cost to the user.
  - Scans cancelled 24-48 hours prior will be charged for 50% of the scheduled time
  - Scans cancelled less than 24 hours prior and no-shows will be charged the full price of the schedule time

• Federal studies will require a non-Ledger 5 guarantee account since cancelled/missed studies cannot be charged to federal grants

• **Due Date** – All invoices are due within 20 Days of the original invoice date

• **Pilot Studies** – Seed funding will be available for a limited number of projects that will be required to go through a submission and review process established by a designated committee, which is described elsewhere. Seed funding awarded by the MRRIC will require matching funds from the PI's home department.

• **New Recruitment Packages** – Studies offered to PIs as part of a recruitment package will need to be paid to the MRI Research Center by the department that awarded/ offered the studies

• **Non-NIH Studies** – must be approved in advance due to NIH regulations that restrict the use of the Achieva scanner to 25% of total annual availability for non-NIH studies.

Issued: July 1, 2015
Reviewed:
Revised:
PURPOSE
The purpose of this policy is to ensure that billing is consistent for all users in the MRI Research Center.

APPLICABILITY
This policy is applicable to all studies conducted in the MRI Research Center.

RESPONSIBILITIES
1. Technical Directors will be responsible for entering usage into the OSRF system for all activity in the Research Center.

2. OSRF will generate and send out all billable invoices. The Finance Director in conjunction with OSRF will be responsible for following up on past due invoices. Invoices older than 60 days will be charged to the guarantee account requested when initiating the study.

3. The Finance Director will be responsible for reviewing non-NIH study requests and approving based on availability within the 25% non-NIH allocation.

4. Clinical Trial scans will follow standard billing procedures through EPIC. The Finance Director will process a transfer monthly to move revenue from the hospital to the MRI Research Center.

Approved by:

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