Notes from November 2011 Coordinator Meeting – Study Participant Registration & Billing presented by Ellen Pastizzo, Director USFPG Revenue Cycle Operations (RCO)

- Study patient visits must be scheduled/registered as a study visit in IDX (see attached Study Appointment Types by Sched Department). If your department is not listed or you need to modify the study visit types for your department contact Pat Morris.
- When scheduling between departments for services provided as part of a study, be sure to schedule using the study visit types. This allows the department to bill the study instead of the patients insurance for the visit.
- The visit type generates a research charge ticket with only a handful of services listed. RCO is developing research specific charge tickets for departments.
- If the study participant requires additional services as standard of care that are outside of the study visit activity, ask the front desk to generate a SOC charge ticket in order to bill for nonstudy SOC charges.
- RCO does not track provider research productivity, i.e. "Research RVUs". RCO does not enter "No Charge" study tickets.
- To get pricing for your study budget, go through your Project Liaison (Susan Potter or Amy Giordano). They will work with you to get the specific CPT codes and will get pricing from USFPG as well as from other external vendors. The clinical research coordinator does not need to get pricing between departments.
- The Contract Account is used for both inpatient and outpatient services (See attached New/Revised Company Account). This causes the bill to get assigned to the proper payer or account. USFPG does the billing for the physicians and will do the billing for the PET scanner at Byrd Institute. This excludes Radiology Associates of Tampa (RATS) who do their own billing for physician services. RATS contacts are Kevin Clifford and John Difiori.
- Leah Moore is the USFPG contact to set up inter-departmental contracts. When services are provided as part of the study, write "Bill to contract #_____" on the charge ticket. When the Journal Entry is done between the departments for the study services provided, notify Leah so that she can close the loop regarding the accounts receivable (A/R).
- The three critical data points that are needed to set up to ensure correct billing is done include the correct CPT code, the name of the provider and the name of the patient.
- A list of study patients for each active study must be sent via email to Ellen Pastizzo (cc Billie Lee). This will allow RCO to flag study participants in the system to avoid inappropriate billing.
- Work in tandem with your department administrator(s) to ensure that an invoice is created in FAST in order to pay for study related services, as applicable.

NEW/REVISED COMPANY ACCOUNT

Date:	USFPG Contract#
*Name of Contract: Contract,	
*Requestor:	*Phone#:
*Bill To:	
*A/R Contact:	
Other Contact:	
Other Physicians:	
Purpose of Contract:	
*CPT Codes/Charges/Reimbursement:	
If Drug Study: Grant Account #:	
Comments:	

* Required fields

STUDY APPOINTMENT TYPES BY SCHED DEPARTMENT

CARDIC	OVASCIII	LAR SC	TENCE	19						
NUM		APPT '				DUR				
6,	STC	STUDY	NEW	TO CLI	NIC	30	N	NPC	N	Prerequisites
77	STP	STUDY	NEW	TO PRO	VIDE	30	N	NPP		
34	STE	STUDY	EST/	ALB1SHE	D PA	30	N	EPV	N	
DERMAT	rology	CUTAN	EOUS	SURGER	Y					
S-2004146486	constitutions :								Charles Anna Carlo	
MUM	MNEM A	APPT T	YPE	ma . o. r]	OUR	NCTIN.	?CAT		Prerequisites
50 51	STC	STUDY	NEW	TO CLI	NIC	15	N	NPC NPP	N	
52	STE	STUDI	PI P	ADITOUR	D DT	15	N N	EPV	N	
74.	SIL	51001	L317	ADDI WILL	D FI	13	IN.	LILV	111	
FAMILY	MEDIO	CINE								
21/164	MNEM /	Vbbi. i.	YPE		[UR	NCLIN.	?CAT	RES?	Prerequisites
90	STC	STUDY	NEW	PT TO	CLIN	20	N	NPC	N	
91				PT TO				NPP	N	
92	STE	STUDY	ESTA	ABLISHE	D PT	20	N	EPV	N	
GENERA	AL SUR	GERY				8				
MUM	MNEM A	Abba L	YPE		I					Prerequisites
								NPC		
3.	STP	STUDY	NEW	TO PRO	VIDE	20	N	NPP	N	
7	STE	STUDY	ESTA	ABLISHE	D PT	20	N	EPV	N	
NEPHRO										
NUM									RES?	Prerequisites
30				EENING				NPP		
32				OOMIZAT TO PRO			N	NPP NPP		
33 34				TO PRO				EPV	N	
1.4	65.1.106	01001	13317	VIID LUILL	L/ LA	5,0	33	DE Y	78.80	
NEURO	r.ogv									
MUM		APPT	TYPE			DUR		N?CAT		Prerequisites
28	STC			PATIEN			N	NPC	N	
29	STP			PATIEN			N	NPP EPV	N	
30 100	STE X1E			ABLISHE STUDY		15	N	EPV	Y	TIED TO ROOMS-MORSANI FIRST FLOOR
101	X1C			STUDY		15	N	NPC	Ý	14110 10 1100110 1131101110
102	XIP			STUDY		15	N	NPP	Y	
103	X2E			STUDY		15	N	EPV	Y	
14.1	XZC			STUDY		15	N	NPC	Y	
jackta	2021			STUDY		15	N	NPP	Y	
106	XBE			STUDY		15	N	EPV	Y	
107	XЗС			STUDY		15	N	NPC	Y	
108	X3P			STUDY		15	N	NPP	Y	
109				STUDY		15 15	N	EPV NPC	Y Y	
110	X4C X4P			STUDY STUDY		15	N N	NPC	Y	
112				STUDY		15	N	EPV	Ý	
1 1.43	11.44	14 CAS 15 CAS				- 10	5910	2000 E (S	1.00	

11	3 N1C	INFU	RM	1	STUDY	NPC	15	N	NPC	Y	
i1	4 N1P	INFU	RM	1	STUDY	NPP	15	N	NPP	Y	
11	5 N2E	INFU	RM	2	STUDY	EPV	15	N	EPV	Y	
11	6 N2C	INFU	RM	2	STUDY	NPC	15	N	NPC	Y	
11	7 N2P	INFU	RM	2	STUDY	NPP	15	N	NPP	Y	
11	8 N3E	INFU	RM	3	STUDY	EPV	15	N	EPV	Y	
11	9 N3C	INFU	RM	3	STUDY	NPC	15	N	NPC	Y	
12	U N3P	INFU	RM	3	STUDY	NPP	15	N	NPP	Y	
12	1 N4E	INFU	RM	4	STUDY	EPV	15	N	EPV	Y	
	2 NAC	INFU	RM	4	STUDY	NPC	15	N	NPC	Y	
12	3 N4P	INFU	RM	4	STUDY	NPP	15	N	NPP	Y	

VEURO.										
NUM	MNEM	APPT T	YPE			DUR	NCLIN	?CAT	RES?	Prerequisites
				TO CLIN	TC	30	N	NPC	N	Prerequisites
13				TO PROV				NPP	N	
**	5.1	0.00.		10 11101	100	50			- A.Y.	
34	STE	STUDY	ESTA	LBISHED	PA	30	N	EPV	N	
		AND GY								
MUM	MNEM	APPT T	YPE			DUR	NCLIN	?CAT	RES?	Prerequisites
32	STC	STUDY	NEW '	TO CLIN	IC	30	N	NPC	N N	
									* *	
34	STE	STUDY	ESTA	BLISHED	PA	30	N	EPV	N	
ЭРНТН	ALMOLO	OGY		·,						
						DUR	NCLIN	?CAT	RES?	Prerequisites
28	STC	STUDY	NEW	PATIENT	ТО	60	N	NPC	N	Prerequisites
								NPP		
4.3	STE	STUDY	ESTA	BLISHED	PA	30	N	EPV	N	
NUM	MNEM	RYNGOLOG APPT T' STUDY	YPE NEW	PT TO C	T.IN	30	NCLIN N	?CAT	RES?	Prerequisites
90 91 92				BLISHE			N	EPV	N	
91 92 92 PEDIA	STE TRIC A	STUDY ALLERGY	ESTA AND	BLISHE	PT	30				
91 92 PEDIA NUM	STE TRIC A MNEN	STUDY ALLERGY 4 APPT	ESTA AND TYPE	BLISHE	PT O	30 DUR	NCLI	N?CAT	RES?	Prerequisites
91 92 PEDIA NUM 18	STE TRIC A MNEN STC	STUDY ALLERGY 4 APPT ' STUDY	ESTA AND FYPE NEW	BLISHEL IMMUNOI PATIENT	PT O	30 DUR 20	NCLI N	N?CAT NPC	RES?	
91 92 PEDIA NUM	STE TRIC A MNEM STC STP	STUDY ALLERGY A APPT ' STUDY STUDY	ESTA AND FYPE NEW NEW	BLISHEI IMMUNOI PATIENT PATIENT	O PT	30 DUR 20 20	NCLI N N	N?CAT	RES? N N	
91 92 PEDIA NUM 18 19 20	STE TRIC # MNEN STC STP STE	STUDY ALLERGY APPT ' STUDY STUDY STUDY	AND FYPE NEW NEW ESTA	BLISHEI IMMUNOI PATIENT PATIENT BLISHEI	O PT	30 DUR 20 20	NCLI N N N	N?CAT NPC NPP EPV	RES? N N N	Prerequisites
91 92 PEDIA NUM 18 19 20	STE TRIC A MNEN STC STP STE TRIC A	STUDY ALLERGY A APPT ' STUDY STUDY STUDY	AND TYPE NEW NEW ESTA	BLISHED IMMUNOI PATIENT PATIENT BLISHED	O PT	DUR 20 20 20	NCLI N N	N?CAT NPC NPP EPV	RES? N N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM	STE TRIC A MNEN STC STP STE TRIC I MNEM	STUDY ALLERGY A APPT ' STUDY STUDY STUDY RHEUMATE	AND TYPE NEW NEW ESTA OLOGY	BLISHED IMMUNOI PATIENT PATIENT BLISHED	O PT	DUR 20 20 20	NCLI	N?CAT NPC NPP EPV	RES? N N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5	STE TRIC A MNEM STC STP STE TRIC A MNEM STC	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW	IMMUNOI PATIENT BLISHEE	O PT TO TO PA	DUR 20 20 20 20	NCLI N N N	N?CAT NPC NPP EPV ?CAT NPC	RES? N N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT T STUDY STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW	BLISHED IMMUNOI PATIENT PATIENT BLISHED	O PT O TO O PA O TO	DUR 20 20 20 20	NCLI N N N	N?CAT NPC NPP EPV	RES? N N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT T STUDY STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW	IMMUNOI PATIENT BLISHED PATIENT PATIENT	O PT O TO O PA O TO	DUR 20 20 20 20	NCLI N N N NCLIN N N	N?CAT NPC NPP EPV ?CAT NPC NPP EPV	RES? N N N RES? N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP STE TRICS	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT BATIENT BLISHED PATIENT PATIENT PATIENT	O TO PA	DUR 20 20 20 20 30 30 30	NCLI N N N NCLIN N N	N?CAT NPC NPP EPV	RES? N N N RES? N N	Prerequisites Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP STE TRICS	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY STUDY APPT APPT TODY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT BATIENT BLISHED PATIENT PATIENT PATIENT	O TO TO PA	DUR 20 20 20 DUR 30 30 30 DUR	NCLINNNNNNCLINNNNNNNNNNNNNNNNNNNNNNNNNN	N?CAT NPC NPP EPV	RES? N N N RES? N N	Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5 6 7	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP STE TRICS MNEM STC	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY STUDY APPT TODY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT BATIENT BLISHED PATIENT BLISHED PATIENT	O PT O PT O PA	DUR 20 20 20 20 30 30 30 30	NCLINNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N	Prerequisites Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5 6 7	STE TRIC A MNEM STC STP STE TRIC A MNEM STC STP STE TRICS MNEM STC STP	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY STUDY APPT STUDY APPT STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT BATIENT BLISHED PATIENT BLISHED PATIENT	O PT O PT O PA	DUR 20 20 20 20 30 30 30 30 30	NCLINNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N	Prerequisites Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5 6 7	TRIC A MNEM STC STP STE TRIC I MNEM STC STP STE TRICS MNEM STC STP STE	STUDY ALLERGY APPT STUDY STUDY RHEUMATE APPT STUDY STUDY APPT STUDY APPT STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT PATIENT BLISHED PATIENT BLISHED PATIENT BLISHED	O PT O PT O PA	DUR 20 20 20 20 30 30 30 30 30	NCLINNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N N	Prerequisites Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5 6 7	TRIC A MNEM STC STP STE TRIC I MNEM STC STP STE TRICS MNEM STC STP STE	ALLERGY ALLERGY APPT T STUDY STUDY RHEUMATE APPT T STUDY STUDY APPT T STUDY APPT T STUDY APPT T STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA	IMMUNOI PATIENT PATIENT BLISHED PATIENT BLISHED PATIENT BLISHED PATIENT PATIENT PATIENT	O PT O PT O PA	DUR 20 20 20 DUR 30 30 30 15	NCLIN N N N N N N N N N N N N N N N N N N N	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N N	Prerequisites Prerequisites Prerequisites
PEDIA NUM 18 19 20 PEDIA NUM 5 6 7 PEDIA NUM 42 43 44	TRIC A MNEM STC STP STE TRIC I MNEM STC STP STE TRICS MNEM STC STP STE	STUDY ALLERGY A APPT STUDY STUDY RHEUMATE APPT T STUDY STUDY APPT T STUDY STUDY APPT T STUDY APPT T STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA YPE NEW NEW ESTA	IMMUNOI PATIENT PATIENT BLISHED PATIENT BLISHED PATIENT BLISHED PATIENT PATIENT PATIENT	TO PA	DUR 20 20 20 DUR 30 30 15 DUR	NCLIN N N N N N N N N N N N N N N N N N N	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N N	Prerequisites Prerequisites Prerequisites
91 92 PEDIA NUM 18 19 20 PEDIA NUM 5 6 7	TRIC A MNEM STC STP STE TRIC I MNEM STC STP STE TRICS MNEM STC STP STE	STUDY ALLERGY A APPT T STUDY STUDY RHEUMATT STUDY STUDY APPT T STUDY STUDY APPT T STUDY APPT T STUDY APPT T STUDY	AND TYPE NEW NEW ESTA OLOGY YPE NEW NEW ESTA YPE NEW NEW ESTA	IMMUNOI PATIENT PATIENT BLISHED PATIENT BLISHED PATIENT BLISHED PATIENT BLISHED PATIENT PATIENT PATIENT PATIENT	O PT O PT O PA O PA O PA O PA O PA O PA	DUR 20 20 20 DUR 30 30 15 DUR 30	NCLIN N N N N N N N N N N N N N N N N N N	N?CAT NPC NPP EPV PCAT NPC NPP EPV	RES? N N N RES? N N N	Prerequisites Prerequisites Prerequisites

RHEUMA	TOLOGY	Y										
NUM	MNEM	APPT '	TYPE			DUR	NCLI	N?CAT	RES?	Prerequisites		
32	STC	STUDY	NEW	TO	CLINIC	30	N	NPC	N			
3.3	STP	STUDY	NEW	TO	PROVIDE	30	N	NPP	N			
34	STE	STUDY	ESTA	\LB]	SHED PA	30	N	EPV	N			

SUNCO	AST GE	RONTOLO	OGY	CENTER					
NUM	MNEM	APPT TY	PE		DUR	NCLI	N?CAT	RES?	Prerequisites
10	UNA	UNAVA	LAI	3LE		Y	UNA	N	
11	SPC	STUDY	PT	COGNITIVE	30	N	EPV	N	
ia	SPG	STUDY	PT	GLOBAL RATI	30	N	EPV	N	
1 4	SPI	STUDY	PT	INFUSION	30	N	EPV	N	
1.4	SPM	STUDY	PT	MEDICAL	30	N	EPV	N	
15	STU	STUDY	CO	MOITANIDAC	30	N	EPV	N	

UROLOG	Y										
NUM	MNEM	APPT '	TYPE				DUR	NCL	IN?CAT	RES?	Prerequisites
20	STC	STUDY	NEW	PT	TO	CLIN	20	N	NPC	N	
21		STUDY						N	NPP	N	
2.	STE	STUDY	ESTA	ABL:	ISHE	ED PT	20	N	EPV	N	