

Seattle Cancer Care Alliance

Research Implementation Policies and Operating Procedures

Policy Title: Infusion Services Research Billing

Policy

Effective Monday, February 2, 2004, Infusion Services Nurses will no longer complete and submit facility fee sheets for billing. Instead, the SCCA biller/coders will complete facility fee sheets based upon chart documentation done by the Infusion RN's. This change in billing practice will affect how study staff processes an Infusion Services facility fee sheet as well as supply fee sheet for a study participant (i.e., infusion activity to be billed to a AAA account).

Procedure

Facility fee sheets:

For the purposes of this procedure, the phrase "clinical activity fee sheet" will refer to billing sheets to be submitted to the patient/patient's insurance. The phrase, "research activity fee sheet" will refer to billing sheets to be submitted to a study via an AAA account.

1. Study staff complete research activity fee sheet (billing form).
2. Study staff route completed research activity fee sheet to coder via a drop box located at the 5th floor reception desk.
3. Infusion RN's will document all activity in the medical record.
4. Coding staff prints patient identification labels to put on the clinical activity fee sheet.
5. Coder matches up clinical activity fee sheet with research activity fee sheet for day of service.
6. Coder identifies Medicare patient by flagged sticker on chart.
7. Coder reviews medical record for documentation of activity:
 - a. If inadequate documentation or questions, coder will either send notification to Infusion Services requesting additional documentation to support activity or contact study staff for clarification of activity that occurred.
 - b. If inadequate documentation, Infusion Services RN will return notification to coder alerting coder that documentation has been added/amended.
8. Once coder determines that there is adequate documentation to support billing/coding, diagnosis codes should be applied according to ICD9 guidelines. For Medicare patients, the V70.7 code must be listed as secondary or subsequent diagnosis code. Clinical and research activity fee sheets are then submitted for data entry to billing system.
9. The clinical activity bill routes to the patient/patient's insurance and the research activity bill is routed to the SCCA Research Billing Analyst.
10. Research Billing Analyst applies research discount.
11. AAA account bill sent to research study staff.
12. Study staff review bill for expected and unexpected charges. If unexpected or disputed charges, study staff will contact Research Billing Analyst to investigate disputed charges for resolution/correction.
13. Study staff authorizes payment of research services. Payment of expected charges will be made in a timely fashion.

Infusion Services Research Activity Fee Sheet: A fee sheet tailored to AAA account billing in Infusion Services exists. This research activity fee sheet will be printed on orange colored paper that will help differentiate it from the clinical activity fee sheet. While using the research activity fee sheet will help the coders recognize that the activity is research/clinical trial related, it is not required that study staff use this form. Study staff can use a clinical activity fee sheet for research activity as long as they include the same information that is required on the research activity fee sheet.

Supply Fee Sheet:

The process for billing studies for chargeable supplies associated with a clinical trial has also changed. A supply fee sheet will be created for each study that uses Infusion Services for research activity (i.e., AAA billable activity). This will be created during the CTI process. The supply sheet will contain the title of the clinical trial, the Principal Investigator, a study contact and the study contact's phone number. In addition, the supply sheet will be divided in two. The left-hand side will contain standard care/patient billable supplies and the right-hand side of the sheet will be for research-billable activity. In addition, the right-hand side of the supply fee sheet will have placeholders for supplies that were identified during the CTI process as billable to the study via the AAA account.

1. Study staff will pull the study-specific supply fee sheet (on orange paper) and complete information such as patient's name, U#, date of service. Supply fee sheets are located behind the 5th floor reception desk in hanging files.
2. Study staff will deliver the completed supply fee sheet to the 5th floor reception desk PSR station prior to patient's arrival to infusion appointment.
3. Upon patient arrival and checking in to Infusion reception desk, the PSR will give the patient the study-specific supply fee sheet (ORANGE). No standard Infusion supply fee sheet (PINK) will be given to patient.
4. The patient will give the Infusion Services nurse the ORANGE supply fee sheet upon arrival into the Bay.
5. Infusion RN will pull supplies as needed:
If an item matches a placeholder in the research portion (right) of the fee sheet, the RN will affix the pink sticker over the placeholder. If no placeholder located in the research portion, the RN will affix the sticker in the standard care portion (left) of the fee sheet.
6. After the patient's appointment is completed, the Infusion RN will place the ORANGE supply fee sheet in the billing pick up bin.
7. The Infusion After-Hours Clinic (AHC) PSR will review all supply fee sheets and verify patient's name and date of service are present.
8. The fee sheets will be picked up by coders each morning.
9. The Coding and Billing Specialist (CBS) will review the supply fee sheet for completeness. If incomplete, CBS will contact Infusion Charge RN to resolve.
10. Once completed, the study-specific supply fee sheet is sent for data entry into the billing system.
11. The AAA-billable charges drop to the AAA account and are routed to the RBA (Research Billing Analyst).
12. The RBA applies research rate to charges.
13. The AAA bill is sent to the study staff.
14. Study staff reviews AAA bill for expected and unexpected charges.
 - a. If charges are unexpected or disputed, the study staff will contact RBA to investigate and resolve issue.
 - b. If charges are not disputed, proceed to next step.

15. Study staff authorizes payment of research services. Payment of expected charges will be made in a timely fashion.

Approval

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