

Seattle Cancer Care Alliance

Research Implementation Office Policy & Procedure

Policy Title: Professional Fee Sheets for research-related AAA-billable ECG

Policy

In order to ensure that research study participants are not financially responsible for research ECG, the following policy and procedure was created in conjunction with the UWMC Cardiology Department. A fee sheet will need to be generated at the point-of-service and routed with a hard copy of the ECG to the cardiologist for coding and signature. Once the cardiologist completes the fee sheet, it will be routed to University of Washington Physicians (UWP), the organization responsible for professional fee billing, and billed to the appropriate AAA account. This process requires that the study staff complete a professional fee billing sheet for each research related AAA-billable ECG that a study participant has.

Procedure

1. ECG Professional Fee Sheets are available in the clinic areas or can be obtained from Material Management.
2. In the upper left section there is a box in the Code column that says 93010 (ECG MD Interp/Report). Place and X in the box to the left of this number.
3. In the lower left section place a stamp or a sticker including AAA account information.
4. Write the patient's name and U# in the lower right corner under "**Cardiology ECG**".
5. Beside the "ORD Sta No" write 799 and circle it.
6. Write the ordering physician's name and practitioner number in the space provided in the right lower section.
7. Place the completed fee sheet in the hanging wall files marked "Research ECG" located above the SCCA ECG machine station.
8. Clinic staff electronically transfer ECG and route the Professional Fee Sheet with a copy of the ECG to Cardiology.
9. SCCA Clinic retains a copy of the completed fee sheet in the event there are any questions.
10. Study staff retains a copy of the completed fee sheet for their AAA account/research billing files.

Approval

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This version reviewed and approved by specialty committee or specialty individual:

Reviewer	Date Reviewed