SCCA Clinical Research Invoicing – Study Team Review, Corrections and Payments

This process document outlines the steps for review, correction and payment of SCCA Clinical Research invoices.

SCCA Clinical Research invoices are sent from the SCCA Clinical Research Business Office department on a monthly cycle. The invoices reflect charges for services that have been assigned to your Epic research account(s). These charges have been fully reviewed against your billing documents on file by SCCA Clinical Research Billing Analysts.

Please follow these steps for each invoice received:

1. Review the attached invoice(s) when they are received.
   - Validate appropriate routing of charges to your study account
   - Identify any missing charges that may need to be researched and email to researchrc@seattlecc.org
   - Validate the application of any expected credits under the adjustments section at the bottom of the last page.

2. Submit correction requests to researchrc@seattlecca.org for review.
   - Please submit as soon as possible as corrections will impact patient billing.
   - Requests beyond 6 months must be escalated to Integrity per their audit guidelines.

3. Payment is expected within the payment terms of Net 30 from the original invoice; correction processing does not extend the due date.

4. Payment can be made or authorized via the following methods:
   a. Credit Card—email the authorization to researchrc@seattlecca.org
   b. Check—send payment to:
      Seattle Cancer Care Alliance
      PO Box 34511
      Seattle, WA 98124-1511
   c. Ariba/BPO (UW studies only)—email the authorization to researchrc@seattlecca.org
      Include the following information with your authorization:
      i. Invoice number
      ii. RRR name
      iii. RG number
      iv. BPO name
      v. Total dollars authorized

If the billing contact information reflected on your invoice(s) needs to be updated, please contact CRBB (crbb@uw.edu) with the current information, and cc: Clinical Research Billing (researchrc@seattlecca.org) so that our records can be updated accordingly.

Questions?:

- Email: researchrc@seattlecca.org
- Phone: 206-288-7280