

SOP: 602E

HEALTHCARE BILLING COMPLIANCE OFFICE

1. POLICY

The OUHSC Healthcare Billing Compliance Office (HBC) is a central resource in promoting education and monitoring regulatory compliance for medical and dental documentation, coding and billing. The HBC assists in identifying and eliminating potential risk areas by activities which includes but is not limited to; providing education and training on regulations from federal, state and other regulatory agencies affecting professional billing; conducting compliance validation reviews; recommending any needed changes or additions to billing policies and procedures; researching inquiries concerning proper billing practices; review, investigate and respond to reports of potential non-compliance; and recommending remedial actions for non-compliance.

The Healthcare Billing Compliance Office shall review questions or concerns from the IRB regarding billing compliance issues for human participant research projects.

Specific Policies

1.1 Evaluation of Billing Questions or Concerns

The IRB shall refer billing questions or concerns related to human research projects to the Healthcare Billing Compliance Office for review and evaluation.

The Healthcare Billing Compliance Office shall evaluate billing questions or concerns related to human research projects. The Healthcare Billing Compliance Office shall contact the Investigator to address the issues and provide resolution to the IRB.

2. SCOPE

These policies and procedures apply to billing issues related to human participant research.

3. RESPONSIBILITY

The HBC is responsible for contacting the investigator to resolve billing questions or concerns referred from the IRB.

The investigator is responsible for responding to the HBC when presented with billing issues of concern.

The investigator may and is encouraged to contact HBC to discuss or clarify potential billing issues for new research projects prior to submission to the IRB.

4. APPLICABLE REGULATIONS AND GUIDELINES

None.

5. REFERENCES TO OTHER APPLICABLE SOPS

None.

6. ATTACHMENTS

None.

7. PROCESS OVERVIEW

- 7.1 The IRB Administrator shall refer billing questions or concerns related to human research projects to the HBC in writing for review and evaluation.
- 7.2 The IRB Administrator shall document in the IRB meeting minutes billing issues that are referred to the HBC for review and evaluation.
- 7.3 The HBC shall evaluate billing questions or concerns related to human research projects that are referred from the IRB.
- 7.4 The HBC shall contact the Investigator as necessary to address the issues and provide written evaluation and resolution to the IRB.
- 7.5 Final IRB approval is contingent on the resolution of billing issues.
- 7.6 The IRB will make decisions regarding any payment information for inclusion in the informed consent document.

APPROVED BY: _____ **DATE:** 09/01/2009

NEXT ESTABLISHED REVIEW DATE: MAY 2012