



I. SCOPE

This SOP describes the process by which Loyola University Medical Center (LUMC) will invoice Loyola University Chicago (LUC) for non-patient costs incurred in support of research projects.

The non-patient care costs to be invoiced under this SOP are limited to flat fee services documented in departmental fee schedules and supplies. This is not used for purchasing a percent effort of an LUMC employee or for compensating an LUMC employee for engaging in the conduct of a research study.

II. PROCEDURES

A. Fee Schedules

1. Each LUMC department that performs services in support of a research project that cannot be billed via a CPT/HCPCS code in Epic establishes a departmental research fee schedule.
2. Fee schedules are to include flat fee charges that cover the cost of performing a specific activity in support of a research project.
 - a. Services billed through Epic (patient care services) are excluded from these fee schedules. See SOP FIN-004 Invoicing for Research Related Patient Care Costs and LUMC Policy CR-001 Pricing Structure for Sponsored Clinical Research Studies.
 - b. Percent effort of an employee's salary is excluded from these fee schedules.
3. Once a fee schedule is finalized by the department, it is communicated to the LUC research community and posted to the Clinical Research Spirit webpage.
4. The fee schedule's effective date is 2 months from the time of communication for newly initiated studies.

B. Invoice Creation

1. Investigational Pharmacy generates invoices monthly through Vestigo. See Pharmacy Policy and Procedure: Investigational Drug Service Billing Procedures.
2. For all other departments,
 - a. The clinical department emails LUMC CR within 30 days of performing an applicable non-patient care research activity with the following information:
 - (1) LU #
 - (2) Date service was performed
 - (3) Service description
 - (4) Quantity (number of times service was performed)
 - b. LUMC CR incorporates this information into the LUMC Non-Patient Care Invoice Template. The LUMC Non-Patient Care Invoice Template includes the following information:
 - (1) LUHS Logo
 - (2) Invoice number (LU#_month-year)
 - (3) Invoice date
 - (4) Payment due date
 - (5) Study Principal Investigator
 - (6) Study LU



- (7) Sponsor Type
 - (8) Service Date
 - (9) Service description
 - (10) Quantity
 - (11) Study Amount
 - (12) Budget Administrator signature line and date
 - (13) Budget Administrator name and phone number
 - (14) Secondary Approver signature line and date
 - (15) Attestation statement: By signing this invoice, I certify that these charges are consistent with the information provided by the department and reflect allowable study charges per enrolled subject. The study has available funding to cover these costs or an alternate funding source is provided in the comments section.
 - (16) Comments section
 - (17) Remit to address
3. LUMC CR or Investigational Pharmacy emails the invoice to the Budget Administrator
 4. LUMC CR or Investigational Pharmacy emails the invoice to LUMC Finance and provides the department and account number for the department that incurred the expense. LUMC Finance enters the invoice and revenue in the GL.
 5. LUMC CR and Investigational Pharmacy track their invoices internally.
- C. LUC Review and Payment Request
1. Within 10 business days of receipt, the Budget Administrator reviews the invoice for accuracy and informs LUMC CR or Investigational Pharmacy if acceptable or if revisions are requested.
 - a. Budget Administrators are not to short pay invoices without confirmation that the revision is approved by the clinical department.
 - b. If a revision request is approved, a revised invoice will be provided to the Budget Administrator.
 2. The Budget Administrator and/or Secondary Approver signs the invoice. LUC policy requires the Secondary Approver's signature on invoices over \$5,000.
 3. The Budget Administrator completes an LUC check requisition. Checks are to be sent to:
Loyola University Medical Center
Building 101, Room 1752
2160 South First Ave
Maywood, IL 60153
Attn: Ivonne Arroyo, Clinical Research
 4. The Budget Administrator emails a scanned copy of the check requisition and the signed invoice to LUC Accounts Payable (Accounts-Payables@luc.edu) and cc's LUMC CR and/or Investigational Pharmacy as applicable.
 5. LUMC Finance follows up with Budget Administrator if payment is not received within business 30 days of LUC check requisition submission.
- D. Escalation
1. If the Budget Administrator does not respond to an invoice by the requested date, LUMC CR or Investigational Pharmacy sends a second email with the invoice and cc's the PI and research department director.



- 2. If no response is received to the second email, LUMC CR or Investigational Pharmacy sends the previous correspondence to the EVP, Clinical Affairs.

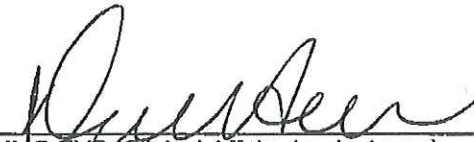
III. REFERENCES

- A. LUC Policy: [Approving Requests in Excess of \\$5,000](#)
- B. LUC Policy: [LUC Signature Card-PI Certification of Fiscal Management](#)
- C. LUC Financial Services [Check Requisition Instructions](#)
- D. LUMC Policy: [CR-001 Pricing Structure for Sponsored Clinical Research Studies](#)
- E. LUMC Pharmacy Policy and Procedure: Investigational Drug Service Billing Procedures
- F. SOP FIN-004 Invoicing for Research Related Patient Care Costs

IV. ASSOCIATED DOCUMENTS AND FORMS

- A. LUMC Non-Patient Care Invoice Template

V. APPROVALS



 LUMC EVP, Clinical Affairs (or designee) 10-29-19
Date



 LUC Senior Director, Clinical Research Office (or designee) 10-30-19
Date

Revision History

Effective Date	Summary of Changes
1/Nov/2019	Revised process to make LUMC CR or Investigational Pharmacy the responsible party for sending invoices to the Budget Administrators.