

**The University of Chicago Biological Sciences Division****Department of Radiology****MRI Research Center****MRIRC Billing Policy**

First Issued: July 2015

Last Revision: July 2015

Last Review: Jan 2020

**PURPOSE**

The purpose of this policy is to ensure that billing is consistent for all users in the MRI Research Center.

**APPLICABILITY**

This policy is applicable to all studies conducted in the MRI Research Center.

**SCANNER USE RATES**

- Internal Users: **\$500/hour**
- External Users: **\$750/hour**
- Clinical Trials: **either the budgeted % or the NIH required % of hospital charges**
  - Defined as studies containing clinical components that will become part of subject's medical record
- Phantom Scans for QC Purposes for Ongoing Research Studies: **\$300/hour**
- Phantom Scans for Interventional, Pulse Sequence, or other MR Physics development: **\$200/hour**
- Outside Regular Business Hours, as defined by the scheduling templates:
  - For scans where the presence of an MR Technologist is required: **regular hourly rates apply.**
  - For phantom scans for interventional, pulse sequence, or other MR physics development, and other development where the presence of the MR Technologist is not required, **25% of the regular rates, or \$50/hour**
- Scanner Use Internal to MRIRC: phantom and QA scans, sequence development, training, maintenance and upgrades, and other activities whose primary purpose is support of MRIRC operations **do not incur charges.**

## **MR PHYSICIST SUPPORT RATES**

- Study Start-Up Costs: **\$375 flat for rate up to 4 hours, \$150/hour for additional hours**
  - Startup costs include meetings, administrative processing, study protocol review, installation of new study-specific equipment, development and testing of imaging protocols, quality assurance scans, test subject scans to ensure proper scanning performance, dummy scans for clinical trials and other activities necessary for study initiation.
  - Initial test and dummy scans do not accrue hourly charges for scanner time.
  - For non-typical protocols requiring extensive start-up time and labor, negotiable fees for additional support can apply.
- Additional or Ongoing Study support: **\$150/hour**
  - Additional support may include scan supervision, operator training, protocol optimization after the study has initiated, paradigm programming and debugging, and other tasks as necessary.
- Data Analysis Support Fees: **\$90/hour**
- Support for Other Core Facilities: If the MRIRC support is requested to serve Core user studies, **the hourly rate approved for Physicist support at the other facility will be charged.**

## **OTHER FEES**

- Studies requiring the use of contrast agent will be charged for contrast and supplies at cost, in addition to the hourly rates.
- Disposable coils and other supplies with substantial cost will be charged at cost, in addition to the hourly rates.

## **GUIDELINES**

- Hourly charges are incurred on the quarter hour and will be rounded up to the nearest ¼ h increment.
- Cancellations: 48 hour notice is required to cancel a scanning slot at no cost to the user.
  - Scans cancelled 24-48 hours prior will be charged at 50% of the regular rate.
  - Scans cancelled less than 24 hours prior and no-shows will be charged at 100% of the regular rate.
  - For cancellations, studies will be billed straight booked time (all time blocked off on the schedule).
  - Federal studies will require a non-Ledger 5 guarantee account since cancelled/missed scans cannot be charged to federal grants.
  - The first cancelled/missed scan of each quarter for each study will not be charged to the user.

- New Recruitment Packages: Scanner hours offered to PIs as part of a recruitment package will be charged to the department that awarded/offered the studies.
- Due Date: All invoices are due within 20 Days of the original invoice date.

**INFLATION ADJUSTMENT**

Annual adjustments to billing rates will be applied on July 1<sup>st</sup> of each year, in line with inflation adjustments otherwise incurred by the Department.

**RESPONSIBILITIES**

1. Technical Directors will be responsible for entering usage into the OSRF system for all activity in the Research Center.
2. OSRF will generate and send out all billable invoices. The Finance Director in conjunction with OSRF will be responsible for following up on past due invoices. When applicable, invoices older than 60 days will be charged to the guarantee account requested when initiating the study.
3. Clinical Trial scans will follow standard billing procedures through EPIC. The Finance Director will process a transfer monthly to move revenue from the hospital to the MRI Research Center.

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