SOP 602E: MEDICAL BILLING COMPLIANCE OFFICE

1. POLICY

The OUHSC Medical Billing Compliance Office (MBC) is a central resource in promoting education and monitoring regulatory compliance for medical and dental documentation, coding, and billing. The MBC Office assists in identifying and eliminating potential risk areas by activities which include, but are 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; reviewing, investigating and responding to reports of potential non-compliance; and recommending remedial actions for non-compliance.

The MBC 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 participant research projects to the MBC Office for review and evaluation.

The MBC Office shall evaluate billing questions or concerns related to human participant research projects and shall contact the investigator, if applicable and assist the PI to resolve the concerns of the IRB.

2. SCOPE

This SOP applies to billing issues related to human participant research.

3. RESPONSIBILITY

3.1 The investigator is encouraged to contact MBC to discuss or clarify potential billing questions or concerns for new research projects prior to submitting the research project to the IRB.

3.2 The MBC Office is responsible for providing assistance to the investigator to resolve billing questions or concerns referred from the IRB.

3.3 The investigator is responsible for responding to the MBC Office when presented with IRB concerns regarding billing in the research project.

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 research projects to
the MBC Office in writing for evaluation.

7.2 The IRB Administrator shall document in the IRB’s electronic information system billing issues that are referred to the MBC Office for evaluation.

7.3 The MBC Office shall evaluate billing questions or concerns related to research projects that are referred from the IRB.

7.4 The MBC shall assist the investigator to address the IRB concerns and provide written notice of resolution to the IRB.

7.5 Final IRB approval of any research project is contingent on the resolution of the IRB’s billing questions or concerns.

7.6 The IRB will make decisions regarding the inclusion of payment information in the informed consent documents.

APPROVED BY: _______________________________ DATE: 12/31/2020

NEXT ESTABLISHED REVIEW DATE: OCTOBER 2022