

## Department of Radiology (SOM)

### Approval and Billing Process for Research Imaging at UNM

- 1) Complete and submit all forms listed below to Radiology Research Coordinator in the radiology research office:
  - UNMH Referral Billing Questionnaire (technical fees)
  - UNM Medical Groups Financial Questionnaire (professional fee)
  - Radiology Research Quote for non-routine services ( if applicable)
- 2) Please attach the portion of the research protocol describing the imaging component of the study.
  - Please include the total number of subjects and total number of scans that will be needed
  - Specify the technical requirements, e.g. specific MRI sequences and scanning parameters
- 3) Radiology research coordinator will direct the Referral Billing Questionnaire to UNMH who will assign appropriate CPT codes and technical charges.
  - Charges for NIH and UNM investigator initiated studies = 100% Medicare charges
  - Charges for industry sponsored studies = 140% Medicare charges
- 4) Radiology research coordinator will direct the UNM Medical Financial Questionnaire to UNM MG who will assign appropriate professional fees.
- 5) Radiology research coordinator will direct the Radiology Research Quote for Non-Routine Studies to radiology faculty if the proposed research includes NON-ROUTINE imaging. *Non-routine includes:*
  - CT imaging involving special techniques, such as low dose acquisitions, perfusion imaging
  - MRI imaging using different sequences or requiring administration of intravenous contrast when not routinely administered
  - Nuclear medicine studies using isotopes not regularly used at UNM, or requiring additional imaging processing
  - Studies requiring pre-imaging site visits, phantom scanning (If site visits are anticipated appropriate forms should be submitted at least 60 days prior to planned visits)
  - De-identification and transmission of images.
- 6) After it has been determined that appropriate imaging hardware and software are available at UNMH and that staffing can manage the number of patients/exams requested the completed forms will be returned to the investigator and give combined quote for budget purposes only

7) Once the study has been approved for grant funding:

a) Forms should be taken to Toby Karbginsky at UNM Hospital Special Billing Department

b) Finance office will then assign the study a guarantor number beginning with 9999.

c) Email Radiology Research Coordinator at [RadiologyResearch@salud.unm.edu](mailto:RadiologyResearch@salud.unm.edu) the guarantor number and list of patients to be imaged at least one week prior to the earliest scan.

d) When registering /scheduling studies with a guarantor number, research coordinator should request that the study be billed to the appropriate guarantor number.

8) Study coordinator needs to accompany study patient to check in at the time of imaging and request that the clerk confirm that the correct research imaging protocol is performed, and if applicable the study is billed to the correct guarantor number