

December 10, 2010

RESEARCH STANDARD OPERATING PROCEDURES (SOP)
Billing for Research Pharmacy Resource Utilization

1. **PURPOSE:** To establish a policy and standard operating procedure for billing for services provided by the Research Pharmacy.

2. **POLICY:** It is policy that the Research Pharmacy will on a quarterly basis prepare for each study a report of the costs of Research Pharmacy resources used. Pharmacy will exclude studies for which the research pharmacy services utilized are minimal, the funding source budget did not include research pharmacy services, or the funding source is the Department of Veterans Affairs. These reports will be provided to the Biomedical Research Foundation of South Texas, Inc., for invoice processing.

3. **ACTION:**
 - a. **Research Pharmacist:**
 - (1) Will create a Research Pharmacy Quarterly Resource Utilization Reports (attached) for all protocols subject to invoicing.
 - (2) Will insure reports provide an itemized description of services provided by the research pharmacy during the previous quarter in accordance with following:
 - (a) Start up and close out fees will be divided equally and reported in the first and last invoice submitted to the PI's protocol respectively.
 - (b) Prescriptions dispensed will be reported per prescription dispensed during the previous quarter.
 - (c) Medications purchased will be reported as the total price of the medication purchased in the previous quarter.
 - (d) Other services provided during the previous quarter will be reported for invoicing in the units described on the Evaluation of STVHCS Research Pharmacy Resources for Clinical Research.
 - (3) Will provide the utilization reports to the Biomedical Research Foundation of South Texas, Inc., for invoice processing through the appropriate funds administrator.

RESEARCH SERVICE POLICY MEMORANDUM 10-57

b. Principal Investigator

- (1) The Principal Investigator is responsible for reviewing and accepting estimated research pharmacy services fees associated with their protocol prior to initiation of study.
- (2) Questions regarding invoices or research pharmacy services provided should be directed to the research pharmacist.

4. REFERENCES: None

5. RESPONSIBILITY: ACOS for Research and Development (151)

6. RESCISSIONS: None

7. RECERTIFICATION: December 2015



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Acting ACOS for Research

Attachment (1)

STVHCS Research Pharmacy	Quarterly Resource Utilization Report
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DATE OF REPORT	
PREPARER NAME/PHONE	

Investigator	
NAME	
TELEPHONE	
EMAIL	
Protocol	
IRB #	
TITLE	
FUNDING	

Date	Description	Qty	Unit \$	Total

*Information pertaining to specific patient prescription dispensing is available in the research pharmacy

TOTAL:

SIGNATURE OF RESEARCH PHARMACIST

SIGNATURE OF ACOS FOR RESEARCH