

**University of Minnesota**  
**Center for Magnetic Resonance Research**  
**Standard Operating Procedure**  
**Billing**

SOP Number / Version: SOP118 / Version 1

Approval Date:

Implementation Date:

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<b>SOP Approval Signatures</b>	<b>Date</b>
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### **1. Purpose**

The purpose of this procedure is to define and provide guidance to users and administrators as it pertains to billing for use of CMRR resources. All billing is generated from scheduled appointment slots located on the CMRR internal scheduling calendar.

### **2. Scope**

The procedure will apply to all personnel utilizing CMRR resources. These include all registered users on PARS applications, as well as administrators, staff, and schedulers onboarded with access to PARS and Calendar.

### **3. Definitions**

**PARS** – Project Application Request System. This application is the gateway to utilizing equipment, personnel and infrastructure of the Center for Magnetic Resonance Research (CMRR) and Center for Clinical Imaging Research (CCIR) facility. Portal is used to submit application to request to use CMRR resources and is used to collect user and billing information (EFS Account Number). Each application with the PARS system is given a unique PARS number.

**Project Number** – Internal identification number that is used to schedule approved PARS. This number is located on the calendaring system, is available for approved users to schedule, and is the basis for billing monthly charges for both magnet and technician time.

**Calendar** – CMRR internal calendar that is used to request and schedule resources and technicians. All billing is generated from scheduled slots within this calendar.

#### **4. Responsibility**

**Researcher(s) and User(s) on approved Projects** – Responsible for scheduling Resources and reviewing charges on a monthly basis to ensure accuracy.

**Administrators** – Information Technology (IT), Operations, and Accounting team. IT is responsible for functionality of and maintenance of PARS and Calendar. Operations and Accounting are responsible for coordinating review of submitted PARS, providing end user support as it relates to calendar/billing functionality as well as generating monthly charges to Projects that use Resources.

#### **5. Procedure**

##### **5.1 PARS Application and Registration**

**5.1.1** Users register with the CMRR PARS system.

**5.1.2** Users submit a PARS application requesting magnet resources.

**5.1.3** CMRR Operations, Safety (and other committees as appropriate) review and approves PARS applications.

##### **5.2 Approved Projects**

**5.2.1** A project is set up in the CMRR calendar with the resources (magnets) that can be used as well as approved users that are allowed to schedule the approved resources. A unique project number is set up for scheduling purposes.

**5.2.2** Users schedule the magnets on the web-based CMRR calendar, choosing a grant to charge for each session. This accounting (grant) information is gathered in the PARS.

**5.2.3** Users can request technologists for their scans via the calendar.

**5.2.4** Users can request and transmit scans to a radiologist for a safety review. Please see SOP150 for more information on Radiologist Scan Reviews).

##### **5.3 Billing**

**5.3.1** On the 1st day of the following month, PIs (and their designated project researchers and users) are emailed a summary of charges that will be billed.

**5.3.1.1** *Users have 1 week after the month activity was incurred to correct the calendar to control what will be billed. (Example of scheduled time in March can be updated/corrected up until the end of the 1<sup>st</sup> week in April).*

**5.3.2** On the 8th day of the following month, three groups of spreadsheets are created:

**5.3.2.1** Magnet (resource) hours are downloaded from the calendar and formatted into spreadsheets for each magnet for billing. These spreadsheets are emailed to the CMRR accounting team. Most charges appear on the main spreadsheet for a magnet. Some projects are marked as "manual bill" because they need special attention. A secondary spreadsheet contains these magnet charges. The main spreadsheet for each magnet is submitted into the EFS system for processing. "Manual bill" charges are reviewed by hand before submitting.

5.3.2.2 Personnel (resource) animal/lab technician and magnet technologist charges are also downloaded in a spreadsheet and emailed to the CMRR accounting team for processing. Technologists report their billable time via a web-based timesheet application, which matches with technologists being requested in the calendar system.

5.3.2.3 Radiologist Scan Review (resource) spreadsheet is prepared for the requested and completed radiology scan reviews and sent to the CMRR accounting team for processing.

## **6. References**

Please reference CMRR/CCIR Website for updated rates regarding resources available.

Resources available: <https://www.cmrr.umn.edu/resources/>

Rates for Resources: <https://www.cmrr.umn.edu/resources/rates.php>

## **7. Forms and Templates**

Not applicable

## **8. Appendices / Tables**

Not applicable

## **9. Revision History**

Version Number	Approval Date	Change from Previous Version