Center for Imaging Research Operational Procedure

Billing

Category: Center for Imaging Research Operational Procedure
Procedure #: CIR.SOP.4
Applies to: Investigators, study personnel, MRI staff

PURPOSE

Establish a standard operating procedure for the generation of invoices, specifying any applicable late fees or penalties. Enabling effective record-keeping, accurate financial reporting, and mitigating disputes or misunderstandings related to billing and payments.

POLICY

A. All utilized time is scheduled and billed through the iLab software.
B. Scheduling operates on a first come, first-serve basis; though CIR administration retains the right to alter the schedule.
C. All usage time on the scanners will be chargeable according to the CIR's iLab software.
D. Audits of scanner control access will be used to verify users are properly charged.
E. Use of a scanner without a chargeable account will be billed to the PI with an additional $25 per hour administrative fee.
F. A 25% cancellation fee will be charged for appointments cancelled less than 2 weeks in advance. This fee will be waived if another researcher uses the time, or the time becomes otherwise unavailable. All studies which recruit from a healthy population are subject to this fee.
G. All unapproved modifications to an MR system will result in a $1,000 administrative fee to the individual responsible for such modification.