

## ***El Paso - Ambulatory Clinic Policy and Procedure***

Title: <b>DEPARTMENT ACCOUNTING          RESPONSIBILITIES FOR CLINICAL TRIALS</b>	Policy Number: <b>EP 1.21</b>
Regulation Reference:	Effective Date: <b>8/2014</b>

### **Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to follow an approved accounting process for clinical trials.

### **Scope and Distribution:**

This policy applies to all TTUHSC El Paso clinical departments.

### **Procedure:**

1. Research personnel should review OP 65.01, Sponsored Program Fund Management, which specifies departmental fiscal management responsibilities during the conduct of a clinical trial.
2. Departments shall reconcile invoices and collections on a periodic basis. The frequency of this reconciliation shall be as follows:
  - a) If the clinical trials contract specifies a billing frequency, the reconciliation process shall occur at least as frequently as the billing frequency. For example, if the contract specifies invoices are to be submitted quarterly, the departmental level reconciliation shall occur quarterly.
  - b) If the clinical trials contract does not specify a billing frequency, the departmental level reconciliation shall occur on a monthly basis.
3. The departmental level reconciliation shall address, at a minimum, the following three areas:
  - a) That all services provided to date been invoiced at the correct amounts.
  - b) That all payments received to date been posted to the correct account.
  - c) That any unpaid submitted invoices are not past due. Past due is determined by reviewing the payment terms in the clinical trials contract. If no payment terms are specified, past due shall be considered 45 days after invoice submission.
4. If an invoice is found to be past due, document an action plan to obtain payment.

Policy Number: <b>EP 1.21</b>	Original Approval Date: <b>8/2014</b>
Version Number: <b>1</b>	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	