1. **PURPOSE**

Outline process and responsibilities for industry sponsor invoicing, documenting payments, and completing adjustments in OnCore.

1. **SCOPE**

Applies to all externally funded clinical studies with per-patient milestone payments that are centrally received and processed by the Center for Clinical Studies.

\*\*\***Only required for: Surgery, Radiation Oncology, Gynecology Oncology, Pediatric Oncology, Neurology, Emergency Medicine, and studies for which CCS provides Regulatory, Budget, and Coordinator services.**

1. **DEFINITIONS / ACRONYMS** 
   1. **CCS:** Center for Clinical Studies
      1. **CRBS:** Clinical Research Billing Support
   2. **Milestones:** A specific protocol- or subject-related event that can be invoiced according to a study payment schedule.
2. **ROLES**

The following offices / departments are directly involved in this SOP

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **OnCore Roles** | | | | | |
| **Department** | | | **Center for**  **Clinical Studies** | | **BJC Compliance** |
| **Regulatory** | **Clinical** | **Financial** | **CRBS** | **Business Office** |
| Invoicing |  |  | **X** |  |  |  |
| Payments |  |  | **X** |  | **X** |  |

1. **Invoicing**
   1. Creating an invoice
      1. On at least a quarterly basis, an invoice will be created for all applicable protocol items, subject milestones, and pass thru items that have occurred in a study.
      2. Specific instructions on the content of the invoices are provided in the [Invoicing Basics work instructions](https://cbmiapps.wustl.edu/confluence/x/UaGRAQ)
   2. Invoice Number Guidelines – CCS developed recommended guidelines to standardize invoice number usage across departments within OnCore. See supplemental document for details.
   3. Amending Invoices
      1. OnCore invoices should not be amended manually if the revision affects the reconciliation of the invoice including but not limited to:
         1. Invoice Amount
         2. Subject ID #
         3. Visit Date
2. **Payments**
   1. Receipt of funds
      1. Payments from sponsors will be processed by CCS Business office.
      2. CCS will determine the study or studies for which payment was made.
      3. Upon notification, the Financial Coordinator must document payment in OnCore
   2. Application of funds
      1. Financial Coordinator will determine if item level reconciliation is required for all invoices.
   3. Write-offs
      1. If an event or milestone will not be covered by a sponsor, it might be appropriate to perform a write-off. The Financial Coordinator has the authority to document a write-off amount in OnCore. Note: OnCore is not the institutional financial management system, any write-offs documented must also be requested and approved through the appropriate institutional processes.
3. **RESOURCES**

[Invoicing Basics Work Instructions](https://cbmiapps.wustl.edu/confluence/x/UaGRAQ)

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| --- | --- | --- |
| **Revision History** | | |
| **Version** | **Effective Date** | **Description** |
| 1.0 | 2.24.2020 | Initial Version |
| 2.0 | 10.26.2020 | Added statement regarding budget entry requirement changes |
| 2.1 | 10.30.2020 | Dept added to Financial Pilot |
| 2.2 | 07.06.2021 | Revised Invoice # Guidelines for when IRB # not available |

# Center for Clinical Studies Invoice Number Guidelines

The guidelines below are a recommendation for Financial Coordinators to incorporate within the departments OnCore specific SOPs. These guidelines were developed to support current state OnCore invoice usage and future financial integrations. For questions, please contact Center for Clinical Studies via email at [ccs\_billing\_services@wusm.wustl.edu](mailto:ccs_billing_services@wusm.wustl.edu).

The recommended standard invoice number should be up to 15 characters

* The first 9 characters should be the IRB number
* The next character would be a dash
* The remaining 5 characters would be a sequential numbering, plus a designation for invoices that are not sent to the sponsor due to automated payments for visits/milestones (use “PV” at the end to indicate Patient Visits).
  + Note: You do not have to use all 5 of these characters but CCS recommends that you utilize a minimum of two characters for better identification and usage.
* No spaces are allowed in the invoice number.
* Examples:
  + Invoice sent to sponsor: 201912345-01
  + Invoice for visits/milestones not sent to sponsor: 201912345-01PV

We understand there may be a circumstance where the IRB number is not available at the time of creating an invoice. The recommended invoice number format in those instances is:

* Workday Project Number minus the PJ → Dash → Sequential Numbering
* Example: 000019937-01