FIND AND REVIEW THE STUDY BILLING GRID IN ONCORE

UF OnCore Tip Sheet

Version 05/28/21

Description: The Billing Grid is a line-item list of the study activities and visit schedule, including the billing designations and supporting designations for each event and item, and any footnotes. Once entered in the procedures page, the billing designation codes are seen on the Billing Grid page next to the appropriate procedure and visit.

Audience: Study team members responsible for any of the following:

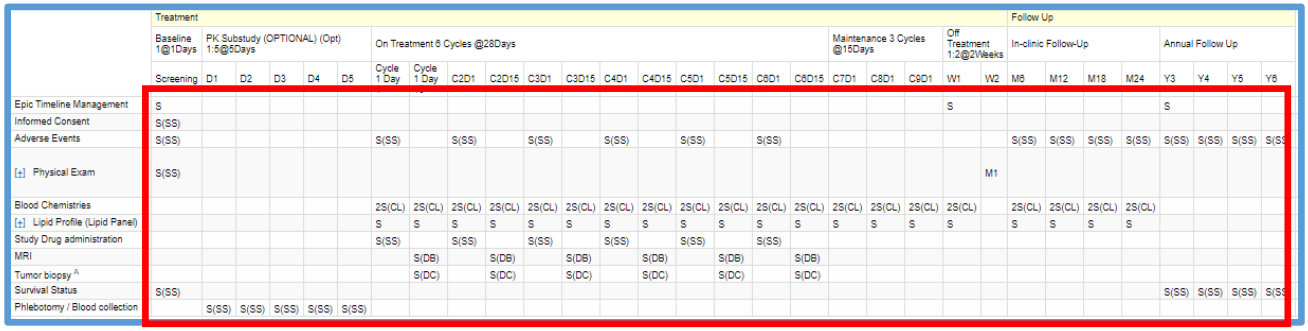
- Reviewing coverage analysis
- Negotiating budgets
- Checking in subject study visits
- Preparing/providing sponsor invoice information
- Paying and/or reconciling UF Health invoices

FIND THE **BILLING GRID**

1. Navigate to **Financials > Coverage Analysis Console.**

2. In the **Select Protocol** field, type in the study protocol number (or other study identifier).

3. Click the **Billing Grid** vertical tab.



	Treatment																					Follow Up								
	Baseline 1@1Days	PK Substudy (OPTIONAL) (Opt) 1:5@5Days					On Treatment 6 Cycles @28Days												Maintenance 3 Cycles @15Days			Off Treatment 1:2@2Weeks		In-clinic Follow-Up				Annual Follow Up			
	Screening	D1	D2	D3	D4	D5	Cycle 1 Day	Cycle 1 Day	C2D1	C2D15	C3D1	C3D15	C4D1	C4D15	C5D1	C5D15	C6D1	C6D15	C7D1	C8D1	C9D1	W1	W2	M6	M12	M18	M24	Y3	Y4	Y5	Y6
Epic Timeline Management	S																					S					S			
Informed Consent	S(SS)																													
Adverse Events	S(SS)						S(SS)		S(SS)		S(SS)		S(SS)		S(SS)		S(SS)							S(SS)	S(SS)	S(SS)	S(SS)	S(SS)	S(SS)	S(SS)	S(SS)
[+] Physical Exam	S(SS)																						M1							
Blood Chemistries							2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)	2S(CL)		2S(CL)	2S(CL)	2S(CL)	2S(CL)				
[+] Lipid Profile (Lipid Panel)							S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S				
Study Drug administration							S(SS)		S(SS)		S(SS)		S(SS)		S(SS)		S(SS)														
MRI								S(DB)		S(DB)		S(DB)		S(DB)		S(DB)		S(DB)													
Tumor biopsy [A]								S(DC)		S(DC)		S(DC)		S(DC)		S(DC)		S(DC)													
Survival Status	S(SS)																										S(SS)	S(SS)	S(SS)	S(SS)
Phlebotomy / Blood collection		S(SS)	S(SS)	S(SS)	S(SS)	S(SS)																								

REVIEW THE **BILLING DESIGNATIONS**

4. Confirm that all **Billing Designations** and **Supporting Billing Designations** are correct for all services at every time point for all arms, including the Q1 and Q0 Modifiers for applicable billable "M" services.

Billing Designations	
M	Bill to Patient/Insurance
S	Bill to Sponsor
NA	Not Billable

Supporting Designations	
CL	Central Lab
DB	Service Provider Bills PI Directly
DC	Data Collection from Medical Records
RE	Reading Exception (No Read)
SS	Study Staff Performs

5. If any billing designations are not correct, contact OCR-CAB@ahc.ufl.edu ASAP.

In OnCore, the "NB" Not Billable designation means that the service is not billable either to the sponsor or to patient/insurance. This is very different than the legacy paper grid "NB", which was based on whether the service created a charge in the Epic system. If you are not sure how to confirm OnCore, "NB" services, contact OnCore-Support@ahc.ufl.edu.