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.

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.

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.