



Banner Research Invoice Review & Payment Process

- All Banner Hospital, Professional, and Medical Imaging billing invoices for Research Services are received by Research Administration for review on a monthly basis.
- Research Administration reviews each invoice to verify the pricing reflects the correct amounts per the negotiated rates for Industry and Federal accounts per the Banner supplied chargemaster. These rates are based on current Medicare rates.
- Research Administration uploads Excel spreadsheet invoices to a department specific UA Box Health. A notification email is sent out to the Study Coordinator and/or Departmental Business Office contacts when charges are ready for review.
 - The Study Coordinator is responsible for reviewing the charge invoice to verify the encounter services occurred.
 - The Study Coordinator highlights the cell of any charge discrepancies and provides an explanation on the excel spreadsheet in the UA Box Health file (i.e., patient off study, incorrect service charged). The Study Coordinator emails Research Administration when the invoices have been reviewed and items have been notated for resolution.
 - The Study Coordinator forwards the PDF invoice, generated from the Excel spreadsheet to their Business Office for payment processing. If there is a charge discrepancy, the invoice should be paid minus the charge discrepancy as reported above.
 - The Departmental Business Office is responsible for rendering a payment for research services within 30 days of the initial receipt of the invoice from Research Administration.
- Research Administration runs a monthly Banner payment report (UAccess Analytics) by the 10th of each month to record all Banner payment information and discrepancies on the Banner Health Research Finance (BHRF) SharePoint file shared between BHRF and Research Administration.
- Research accounts are monitored by Research Administration for monthly payments. The Dean's Office is notified when a department's account(s) have fallen past due.

Research Administration and BHRIF have a standing bi-weekly meeting to discuss billing updates and discrepancies.

