THE UNIVERSITY OF ARIZONA HEALTH SCIENCES
Research Administration

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Sonora Quest Lab

SQL Invoice Review & Payment Process

- SQL billing invoices for Research Services are received by Research Administration for review monthly.

- Research Administration uploads the invoices to a department specific UA Box Health. A notification email is sent out to the Study Coordinator and Departmental Business Office contacts when charges are ready for review.

  - The Study Coordinator is responsible for reviewing the charge invoice to verify the encounter labs occurred.

  - The Study Coordinator identifies charge discrepancies and emails Research Administration providing an explanation (i.e., patient off study, incorrect labs charged) for resolution.

  - The Study Coordinator forwards the PDF invoice 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 labs within 30 days of the initial receipt of the invoice from Research Administration.

- Research Administration receives a monthly SQL outstanding balance report to track and clear any discrepancies between SQL 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.