TITLE: CMS Billing Verification Form Instructions

POLICY: All instructions for the CMS Billing Verification Form should adhere to the format described below. The instructions are stored on the F:research studies/ORA drive, accessible from the Office of Research Affairs-Resources page. All instructions must be available in close proximity for use by personnel submitting and approving the CMS Billing Verification Form.

DEFINITIONS:
1. Clinical Research Coordinator (CRC): Initiator
2. Principal Investigator (PI): First approver
3. Senior Assistant Dean, Office of Research Affairs (ORA): Second approver
4. Audit Services: Acknowledges approval for processing

PROCEDURE:

1. When a CRC needs to submit he/she will go:
   a. To the ORA website-Resources tab
   b. Select **CMS Billing Verification Form**
      i. 'Select **New CMS Billing Verification Form**
      ii. Answer Yes or No whether they have completed the sponsor forms, and contract/budget
      iii. Complete top portion, select MQT question and Submit.
      iv. All emails listed on form will receive email confirmation of submission.

2. **Principal Investigator** (PI) receives email request to
   a. Review the form, confirm and approve
   b. Electronically sign
      i. Once signed, email is sent to CRC and PI that process is moving forward.
      ii. If PI rejects
         1. PI has option to leave comments
         2. Email with link to Draft sent to CRC and PI in edit format
3. Once signed, form is forwarded via email to **Office of Research Affairs (ORA)**
   a. Review the form
   b. Approve/Reject (with the option of leaving comments)
      i. If rejected form is sent back to CRC
         1. CRC to edit and resubmit
         2. When form is resubmitted, if PI already signed, the form will go directly to ORA
         3. If PI did not sign original, the resubmitted form will first go to PI
      ii. If approved, form is forwarded via email to **Audit Services for approval acknowledgement**
4. Upon Office of Research Affairs approval, **Audit Services** receives
   a. Finalizes for Processing
   b. Acknowledges Approval

1. A PDF Version of the form will be created and stored in CMS FORM PDFs library
2. A Log of activity is stored in CMS Form Approvals List.

5. **If REJECTED at any point in the approval process:**
   a. The CRC, Approver 1 or 2 (depending on where it was rejected) will be notified via email
      i. Details on what needs to be revised can be added in the 'Comments' section adjacent to the 'Rejection' button
      ii. Comments on the reason for the rejection will be in the rejection email
   b. The CRC will resubmit via
      i. a new form
      ii. a revised form

6. **Upon FINAL approval:**
   a. Approval email is sent to CRC, Approver1, Approver2, and PI with a link to PDF
   b. Approved forms will be:
      i. Kept in CMS FORM PDFs library for one month
      ii. A copy of approved form will be in CMS FORM PDF Archive (internal accessibility only).
      iii. After one month of inactivity the original Info-path forms will be deleted.

7. **To check the status of the form at any time during the approval process, go to the:**
   a. Link in the confirmation email
      i. View process status of all CMS Billing Verification Forms you have submitted:
         1. Blank – Not Submitted
         2. Start Submit – Notification for signature sent to PI
         3. PIRejected – PI Rejected
         4. Locked – In process
         5. Rejected – Returned to sender for Update
      ii. Approved and submitted drafts versions will be available for 30 Days on the same page as above

8. **If Rejected at any time during the process CRC will be notified via email immediately**

END of CMS Billing Verification Form process

REFERENCES:
A-01-001 Policy and Procedure Guidelines

A-01-001_AppA Appendix Example

APPROVED BY: None