
Imaging Cancellation Policy

I. PURPOSE

- A. This Imaging Cancellation Policy has been established to provide guidelines for billing cancelled exams that ultimately affect the ability to maximize the use of our imaging equipment.

II. SCOPE

- A. This policy covers all IIBIS facilities for any imaging modality.

III. EXCEPTIONS

- A. Any exception to this policy requires the approval of the Director of IIBIS and the Chairman of the Department of Radiology and Imaging Sciences or his/her designee.

IV. DEFINITIONS

- A. IIBIS: Indiana Institute for Biomedical Imaging Sciences

V. POLICY STATEMENTS

- A. It is the responsibility of the investigators to ensure on-time arrival of research subjects, their suitability for study, and the availability of any non-standard materials (hardware, coils, software, pulse sequences, ancillary equipment, etc.) required for the study. IIBIS shall generally not be liable for cancellation charges or other expenses arising from (a) no-show of subject(s); or (b) the inability of the subject to be scanned for any reason (e.g. size, state-of health, claustrophobia); or (c) the unavailability of non-standard materials required for the study. All of the instances described above will be considered a cancelled study.
- B. IIBIS provides imaging equipment machine time and is not responsible for the success or failure of a study, for failures due to study protocols, and/or interface electronics or ancillary equipment owned in full or in part by the investigator or by other 3rd parties. The failure to complete the study because of the above reasons will be considered a cancelled study.
- C. Cancellations must be done at least 2 business days in advance to allow the IIBIS and/or other investigators time to develop alternative plans for use of the time.
- D. Cancellations within less than 2 business days, or due to reasons listed in the above paragraphs, will be billed at the full rate of time scheduled except where a substitute study is performed.

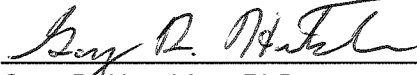
- E. Cancellations for imaging involving contrast, tracers, and/or other materials that will then be useless as a result of the cancellation, will incur the expense of that material in addition to the time scheduled for the exam.
- F. IIBIS personnel reserve the right to correct errors in charges reported in the billing system when there is evidence that the time is not accurately recorded.
- G. In the event of failures due to imaging equipment malfunction or breakage, the liability of IIBIS shall be limited to the cost of the scheduled time from the point when the malfunction occurred and no useful data is obtained, to the point when the study cancelled or abandoned.

IIBIS will allow an appeal to be made by investigators with regards to extraordinary reasons pertaining to the cancellation of the research study. Cancellation fee exceptions granted under such circumstances shall be monitored and reviewed for excessive cancellation fee waivers. To be considered for a cancellation fee waiver, please fill out the IIBIS Cancellation Fee Waiver Request form found on the ORI Website within 72 hours of receiving the cancellation charge.

VI. REFERENCES


- A. Johns Hopkins University Research Imaging Division Cancellation Policy
- B. Cedars-Sinai Research Imaging Department Cancellation Policy

VII. APPROVAL SIGNATURES



Gary D. Hutchins, PhD.
Director of IIBIS
Indiana University School of Medicine

2/21/13
Date



Valerie P. Jackson, MD, FACR
Eugene C. Klatte Professor and Chair
Department of Radiology and Imaging Sciences

2/21/13
Date