

A client account (96*) is used to charge and bill services and procedures done by UVM Medical Center.

Date of Request: _____ **Person Filling Out Form:** _____

SECTION A: BILLING INFORMATION (847-1793)

Phone _____	Address: _____
Billing Contact/Attention to _____	
City _____	State _____
	Zip _____
Responsible Party Name (Please Print) _____	Signature _____

SECTION B: ACCOUNT INFORMATION Type of Organization (check one and write account name below)

Physician office
 Veterinarian office
 Hospital Lab
 Research
 Other (Please specify): _____

Account Name: (24 Characters) _____

Contact Name: _____ **Phone:** _____

SECTION C: RESEARCH ONLY

Principle Investigator: _____ **Phone:** _____ **# Patients in Study** _____

CHRMS/IACUC #: _____ **Approval Pending?** _____ **Duration of Study:** _____ **End Date:** _____

SECTION D: TESTING/PROCEDURES BILLED TO THIS ACCOUNT

List anything that will be billed to this account number. Contact department for pricing information and to arrange for testing.

How will you order procedures? _____ **How will you view reports?** _____

For Histology Only _____ Yellow fee schedule _____ Purple fee schedule _____

Laboratory _____
(847-5121)
Radiology: _____
(847-6845)
Other: List procedure: _____

ALL APPLICANTS:

- a. Return form to Pathology & Laboratory Medicine, Laboratory Outreach, Mail stop 233MP1 or Fax 847-8190 or email to laboutreach@uvmhealth.org.
- b. It takes approximately 2 weeks for numbers to be processed.
- c. Bills will be sent biweekly to the billing contact and address listed in section A.
- d. UVM Medical Center can stop use of the client account number at any time.

RESEARCH ONLY:

- a. You must secure approval from the Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC), 656-4067 or <http://osp.uvm.edu>
- b. Make arrangements with participating department(s) for testing, interpretation of results, estimating number of patients and charges for services billed to study. It is helpful to send study protocol (or parts that pertain to billing procedures) with the request for a client account. The Laboratory may need to make a form specific for use with your study (this can extend the amount of time it takes to get an active account number).
- c. Research protocols often have a combination of standard of care and research protocol driven services. Billing accurately is extremely important. If you have questions about how billing will effect the study or you do not know if your study is a Qualifying, Non-Qualifying or an IDE trial please contact UVM Medical Center Integrity and Compliance Department at, compliance@uvmhealth.org or call (802) 847-2667.

Account Number: _____ **Termination Date:** _____