



3T/7T MRI FACILITY

SOP Number:	400.02
Title	3T System Billing Guide and Standard Rates

Revision Chronology		
Version Number	Date	Changes
400.01	01 March 1010	Billing Rates, Guaranteed Time
400.02	04 January 2012	Billing Rate changes

Facility Manager Signature: _____

Date: _____

ROBARTS RESEARCH INSTITUTE
CENTRE FOR FUNCTIONAL AND METABOLIC MAPPING:
3T/7T MRI FACILITY

Standard Operating Procedure #400-02

System Billing Guide and Standard Rates

1. Introduction

- 1.1 The 3T/7T MRI Facility is used primarily for *in-vivo* studies of human and animal structure and function. These studies include assessment of metabolism and physiology, cognitive function and vascular dynamics, not only in normal and research patient populations, but also in *in-vitro* and animal models using a variety of advanced nuclear magnetic resonance imaging and spectroscopy techniques. The 3T/7T Facility represents a unique national resource for state-of-the-art evaluation of structure and functional activity using a variety of MRI and MRS techniques in a research setting. The facility resources are available to peer-reviewed grant funded scientific collaborators as well as privately funded entities with appropriate Review Ethics Board (REB) protocols in place, see SOP#130-01: "New Protocols and Ethics".
- 1.2 Certified MR technologist support is provided for scanner operation and included in hourly rates during regular business hours: (3T – Mon thru Fri; 7T – Thurs). The CFMM also employs the services of casual MR technologists and technical staff who may be available to scan off-hours – specific enquiries should be made through the unit Head Operator.
- 1.3 Rates are periodically discussed and adjusted by the Robarts MRI Executive Committee and subsequently reviewed by the 3T/7T Operating Advisory Group (OAG). These rates are determined through careful consideration of the facility operating costs and overhead. Formal notification of rate changes will be given at least one full quarter prior to implementation.

2. Billing Guide

- 2.1 All billing begins at the start time indicated on the 3T MRI Schedule regardless of whether or not the investigator and/or the experimental support personnel are present and ready to proceed.
 - 2.1.1 The operator must log on to the console at the start time indicated on the 3T or 7T MRI Schedule.
- 2.2 The investigator and/or experimental support personnel are responsible for organizing the experiment such that it begins and ends within the allotted scheduled time. As a courtesy to other investigators, all means should be taken to ensure that experiments are complete and the facility cleared of equipment at the end of the scheduled slot. MRI time may be extended if there is time available on the scanner and the operator is available.

3. **Standard Rates**

3.1 All rates are predetermined by the MRI Executive Committee. Rates are as follows:

3.1.1	Cert MR Tech Assisted	\$450/hr
3.1.2	Unassisted Weekdays (9 am – 8 pm)	\$350/hr
3.1.3	Unassisted Off-hours (8 pm – 9 am, weekends, holidays)	\$200/hr
3.1.4	Unassisted Walk-On Rate* (24/7)	\$150/hr
3.1.5	Contract Studies	Negotiable

*Walk-on rates apply ONLY when scanner time is available and booked on the same day as the scan takes place.

4. **Scheduling**

4.1 All studies requiring the assistance of the head operator at the 3T/7T MRI Facility must be booked through the head operator of the unit.

4.2 The 3T and 7T MRI Schedules are available online for viewing at <http://schedule.cfmm.robarts.ca>.

4.3 Weekly time slots have been reserved for maintenance and certain funded studies that require a fixed, predictable time for scheduling of volunteers, patients and/or essential personnel. These are called Guaranteed Time slots.

4.3.1 Requests for Guaranteed Time can be made online at <http://cfmm.robarts.ca/form-guaranteed-time>.

4.3.2 Guaranteed Time is currently booked on:

4.3.2.1	Monday	9.00 a.m. – 11.00 a.m.	System Maintenance
4.3.2.2	Tuesday	1.30 p.m. – 3.30 p.m.	Dr. Ruth Lanius
4.3.2.3	Wednesday	1.00 p.m. – 5.00 p.m. (every second week)	Dr. Tutis Vilis
4.3.2.4	Thursday	11.00 a.m. – 5.00 p.m.	Dr. James White

4.4 Access for editing the 3T and 7T MRI Schedules is restricted to certified scanner operators. Investigators and/or experimental support personnel are required to contact their operator to book time on the 3T or 7T MRI Schedule.

4.5 Groups with Guaranteed Time slots wishing to book time outside of their regular time slots may only do so within 5 full business days of the available time.

4.6 The Facility Director or Manager may cancel time booked on the 3T or 7T MRI Schedule at their discretion.

5. **Operator Assisted Scanning**

5.1 Operator assisted scanning will be available during the following weekday hours:

5.1.1 Monday - Friday 9.00 a.m. – 5.00 p.m.

5.2 Scheduling outside of these times is at the discretion of the operator and/or the Facility Manager and will be done in conjunction with the operator.

6. **Cancellation / No-Show Policy**

The facilities at the CFMM boast some of the lowest MRI usage rates in the world -- possible only through subsidization and with the efficient management of core funds, equipment and professional staff. While sometimes unavoidable and unpredictable, cancellations are a reality and are costly to both the facility and to the investigator. The facility strives hard to accommodate the scheduling needs of our investigators, thus, our goal in communicating our cancellation/no-show policy is to avoid unexpected charges from occurring.

6.1 The cancellation / no-show policy for the 3T/7T MRI Facility is as follows.

- 6.1.1 Five full business days notice is required to cancel a Guaranteed time slot.
- 6.1.2 Cancelled Guaranteed slots become available for anyone to book.
- 6.1.3 Three full business days notice is required to cancel all other time slots.
- 6.1.4 If the Facility has not received three full business days notice, the appropriate principal investigator will be billed in full for the scan session.
- 6.1.5 Imaging slots booked within three business days of the available time may be cancelled without penalty.

6.2 An investigator may transfer their scan time to another study or investigator but should notify the head operator with at least three full business days notice. Failure to notify the operator may result in the loss of scan time and subsequently being billed for the session.

- 6.2.1 Time slots may be transferred with less than 3 business days notice, with notification and approval of the operator. Any non-transferred portion of the originally scheduled slot will be billed to the principal investigator.