



3T/7T MRI FACILITY

SOP Number:	400-01
Title	3T System Billing Guide and Standard Rates

Revision Chronology		
Version Number	Date	Changes
400.01	01 March 1010	Billing Rates, Guaranteed Time

Facility Manager Signature: _____

Date: _____

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

Standard Operating Procedure #400-01

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 with appropriate Review Ethics Board (REB) protocols in place, see SOP#130-01 "New Protocols and Ethics".
- 1.2 Full-time technical support for scanner operation is provided and included in hourly rates during the following weekday hours: Monday through Friday, 9.00 am – 5.00 pm.
- 1.3 Rates are periodically discussed and adjusted by the 3T/7T Operating Advisory Group (OAG). These rates are determined through careful consideration of the facility operating costs and overhead. Notification of rate changes is given 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 at the start time and ends at the end time as scheduled. An experiment will not be allowed to exceed the scheduled time, unless there is time available on the schedule following the experiment in question and the operator agrees to stay and operate the scanner for the extra time allotted.

3. Standard Rates

- 3.1 All rates are predetermined by the OAG. They are as follows:
 - 3.1.1 Anytime \$350/hr – operator assisted
 - 3.1.2 9.00 a.m. – 8.00 p.m. \$225/hr – unassisted

- 3.1.3 8.00 p.m. – 9.00 a.m. \$90/hr
- 3.1.4 Weekends all day \$90/hr
- 3.1.5 24/7 walk-on rate \$90/hr
- 3.1.5.1 Walk-on rates apply ONLY when scanner time is available the morning of the day in question.

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.
- 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. – 12.00 p.m. System Maintenance
 - 4.3.2.2 Tuesday 1.00 p.m. – 3.00 p.m. Dr. Ruth Lanius
 - 4.3.2.3 Wednesday 1.00 p.m. – 5.00 p.m. Dr. Tutis Vilis
(every second week)
 - 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 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 12.00 p.m. – 5.00 p.m.
 - 5.1.2 Tuesday - 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 Policy**

- 6.1 If an investigator wishes to transfer their scan time to another study or investigator, they must 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 being billed for the session.
 - 6.1.1 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.

- 6.2 The cancellation policy for the 3T MRI Facility is as follows.
 - 6.2.1 Five full business days notice is required to cancel a Guaranteed time slot.
 - 6.2.2 Cancelled Guaranteed slots become available for anyone to book.
 - 6.2.3 Three full business days notice is required to cancel all other time slots.
 - 6.2.4 If the Facility has not received three full business days notice, the appropriate principal investigator will be billed in full for the scan session.
 - 6.2.5 Imaging slots booked within three business days of the available time do not have a cancellation policy.