

**3T/7T MRI FACILITY**

<b>SOP Number:</b>	<b>220.04</b>
<b>Title</b>	<b>System Billing Guide and Standard Rates</b>

<b>Revision Chronology</b>		
<b>Version Number</b>	<b>Date</b>	<b>Changes</b>
<b>220.01</b>	<b>01 March 1010</b>	<b>Billing Rates, Guaranteed Time</b>
<b>220.02</b>	<b>04 January 2012</b>	<b>Billing Rate changes</b>
<b>220.03</b>	<b>31 January 2013</b>	<b>Updated scheduling procedure, links</b>
<b>220.04</b>	<b>04 December 2013</b>	<b>Guaranteed time slots, new policy 6.3</b>

**Facility Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Standard Operating Procedure #220.04**

**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#210: "New Protocols and Ethics".
- 1.2 Certified MR Tech support is provided for scanner operation and included in hourly rates. The CFMM also employs the services of casual MR technologists and technical staff who may be more flexible with off-hours scanning. 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 and 7T 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 or at the discretion of the operator.

**3. Standard Rates**

- 3.1 All rates are predetermined by the MRI Executive Committee for 3T and 7T MRI time. Rates are as follows:

3.1.1	Certified MR Tech Assisted (24/7)	\$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 an MRI Technologist/Operator must be booked by emailing the 3T/7T MRI Facility at [cfmm-bookings@robarts.ca](mailto:cfmm-bookings@robarts.ca).

4.1.1 Investigators who have their own trained operator may book their own slots.

- 4.2 The 3T and 7T MRI Schedules are available for viewing online 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 Investigators may request Guaranteed Time slots by submitting justification indicating why one is necessary. Requests for Guaranteed Time can be made online at: <http://cfmm.robarts.ca/resources/forms/request-guaranteed-time/>

4.3.2 Guaranteed Time will be granted and/or revoked at the facility's discretion. Existing Guaranteed Time slots will be reviewed on an annual basis.

4.3.3 Guaranteed Time for the 3T MRI is currently booked on:

4.3.3.1 Monday 9.00 a.m. – 11.00 a.m. System Maintenance

- 4.4 Access to the 3T and 7T MRI Schedule 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. **Certified MR Tech Assisted Scanning**

- 5.1 Operator-assisted scanning is available on the 3T weekdays from 9:00 a.m. – 5:00 p.m., plus off-hours (evenings, weekends, and holidays) upon request. Operator-assisted scanning is available on the 7T upon request.

- 5.2 All studies involving **clinical patients** MUST be booked as Certified MR Tech Assisted to ensure the safety of all patients and staff.
- 5.3 Unassisted Scanning is not permitted during regular business hours (weekdays 9:00 a.m. – 5:00 p.m.), except at the discretion of the Facility Manager or MRI Technologist.

## 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 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.
- 6.3 Investigators who abuse the facility's booking or cancellation policies may be subject to additional usage restrictions.