



Western

Centre for Functional
and Metabolic Mapping

3T/7T MRI FACILITY

SOP Number:	220.06
Title	System Scheduling and Billing

Revision Chronology		
Version Number	Date	Changes
220.01	01 March 1010	Billing Rates, Guaranteed Time
220.02	04 January 2012	Billing Rate changes
220.03	31 January 2013	Updated scheduling procedure, links
220.04	27 October 2015	Review/Update
220.05	09 January 2017	Update
220.06	28 May 2019	Updated rates and cancellation policies

Associate Director Signature: _____

Date: _____

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

Standard Operating Procedure #220.06

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's Senior Research MRI Technologist.
- 1.3 Rates are periodically discussed and adjusted by the CFMM Core Users Group. 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	Peer Reviewed, Grant Funded Studies	\$250/hr
3.1.2	Contract Studies	Negotiable
3.1.3	Tech time (For cancelled off hours slots)	\$75/hr

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.
- 4.2 The 3T and 7T MRI Schedules are available for viewing online at <http://schedule.cfmm.robarts.ca>.
- 4.3 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.
- 4.4 The Associate Director or Senior Research MRI Technologist 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 and 7T weekdays from 8:00 a.m. – 5:00 p.m. Off hours scanning, including evenings, weekends and holidays, may be available upon request.
- 5.1.1 All off hour booking requests should be submitted with at least one full week of notice to guarantee accommodation.
- 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 Associate Director 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 **Three full business days** of notice is required to cancel all regular daytime slots (0800-1700).
 - 6.1.2 If the Facility has not received three full business days of notice (for regular daytime slots), the appropriate principal investigator will be billed in full for the scan session.
 - 6.1.3 **Five full business days** of notice is required to cancel any off hours time slots (1700-0800) in order to receive a reduced penalty (only the cost for tech time)
 - 6.1.4 Once an after hours time slot has been confirmed, the Principal Investigator will then be responsible to cover the tech rate (see above) for the entire booked slot, regardless of the amount of notice provided for cancellation.
 - 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 Senior Research MRI Technologist with at least three full business days notice. Failure to notify the Senior Technologist 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 MRI Technologist. Any non-transferred portion of the originally scheduled slot will be billed to the principal investigator.