

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: GRANT FUNDED RESEARCH PROJECTS REQUIRING
MEDICAL INFORMATION SERVICES

POLICY NO. 168

PURPOSE:: To develop a policy for collecting revenue on Medical Information Services (MIS) rendered to Grant Funded Research Projects.

POLICY:: With the ever-increasing number of grant-funded research projects requiring the participation of MIS staff, it is deemed necessary and appropriate to charge the grant for the services rendered, i.e., generating computer listings or reports, retrieval of medical records, abstracting medical information, etc.

In conjunction with the Research Committee of each Medical Center, MIS will validate the status of research requests to determine research committee approval and grant coverage.

1. Based upon advance determination made in concert with the chief investigator and MIS to determine clerical support needs of the project, MIS will assess an appropriate charge for services such as:

Computer database query & report generation

Retrieval of Medical Records

Data collection

Abstracting of records

Other clerical support

2. The funds received by the MIS department from the services rendered to grant-funded research will be placed into a designated "MIS Revenue Account" to be used for educational andn operational improvements of the MIS.

3. Each facility will define costs for services based on miscellaneous fee schedules.

Occasional grant-funded research projects may be exempt from inclusion under this policy based upon circumstances identified and requiring approval by the facility Administrator.

RESPONSIBILITY:: Facility Administrators Medical Information Administrators Financial Officers
Grant Coordinators Research Committee

EFFECTIVE DATE: Jul 01, 1991

SUPERCEDES:

APPROVED: Signature on File
