

# ClinPortal Billing Policy

## Summary

There will not be any base usage fee (i.e., license fee) for ClinPortal usage during Fiscal Year 2014-2015 (From July 1, 2014 thru June 30, 2015). Due to the nature of current version of ClinPortal, there will be a new study fee, however. Requests for new studies and existing study changes will be evaluated and there will be billing involved if CBMI resources are engaged in doing this. The following model will be used to determine the total cost for each of those project requests. When ClinPortal v3.0 is released, this policy will be revised. There are a total of 7 possible scenarios for ClinPortal study requests and the following table shows a summary of those scenarios and details.

Scenario	Activity Type	Method	Form Developer	Additional Programming Outside CSD	Billable (\$85/hr)
1	New study	CSD	Study Team	None	Y
2	New study	CSD	Study Team	CBMI Staff	Y
3	New study	CSD	CBMI Staff	CBMI Staff	Y
4	Study edits	CSD	Study Team	None	Y
5	Study edits	CSD	Study Team	CBMI Staff	Y
6	Study edits	CSD	CBMI Staff	CBMI Staff	Y
7	Study edits	Manual XMI Modeling	CBMI Staff	CBMI Staff	Y

## Adding and Revising Clinical study scenarios

- Scenario 1:** A new study is developed by study team member in CSD. CBMI staff uploads the study for review on development server. Forms are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the new study in upcoming SR and releases it on production.  
**Billing:** Because there is still work involved by CBMI staff, the study team is billed. There is a one-time fee with a minimum charge of \$255 (3 hours of work).
- Scenario 2:** A new study is developed by study team member in CSD. CBMI staff does additional programming on one or more forms outside CSD and uploads the study for review on development server. Forms are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the new study in upcoming SR and releases it on production.  
**Billing:** Study team is billed for number of hours CBMI Staff spent on additional programming outside CSD.
- Scenario 3:** A new study is developed by CBMI staff in CSD. CBMI staff uploads the study for review on development server. Forms are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the new study in upcoming SR and releases it on production.  
**Billing:** Study team is billed for number of hours CBMI Staff spent on developing study forms and study calendar in CSD.
- Scenario 4:** A study team member makes edits to an existing study in CSD. CBMI staff uploads the study edits for review on development server. Edits are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the study edits in upcoming SR and releases it on production.  
**Billing:** Since there is still work involved by CBMI staff, the study team is billed. It is estimate it will be 1 hour.
- Scenario 5:** A study team member makes edits to an existing study in CSD. CBMI staff does additional programming on one or more forms outside CSD and uploads the study for review on development server. Edits are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the study edits in upcoming SR and releases it on production.

**Billing:** Study team is billed for number of hours CBMI Staff spent on additional programming outside CSD.

- **Scenario 6:** CBMI Staff makes edits to an existing study in CSD. CBMI staff uploads the study for review on development server. Edits are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the study edits in upcoming SR and releases it on production.

**Billing:** Study team is billed for number of hours CBMI Staff spent on developing study edits in CSD.

- **Scenario 7:** CBMI Staff makes edits to an existing study outside CSD through the manual (XMI modeling) process. CBMI staff uploads the study for review on development server. Edits are reviewed and tested for accuracy by study team member and approved for production. CBMI Staff packages the study edits in upcoming SR and releases it on production.

**Billing:** Study team is billed for number of hours CBMI Staff spent on developing study edits through the manual process.

## Advanced Query

- There will be a charge for developing advanced queries, and the charges will depend on how many hours are spent on developing the advanced queries.

## Study Consultation

- If a study group would like to consult with CBMI on how to structure clinical study and its forms, there will be a charge for the consultation.

## ClinPortal Training

- A monthly online training session is offered on every third Wednesday. There will be a charge of \$255 for any custom training sessions requested outside of these scheduled training sessions. All training documentation is made available online.

**Note:** Any other request for help other than what is stated in the above policy, will be handled on a request by request basis and CBMI will provide a custom cost estimate based on the estimated number of hours .