

The Institutional Review Board Billing (IRB) and Affiliate Agreements Manager role is to ensure the maximum recovery of IRB fees related to Industry Sponsored Clinical Trial Agreements (CTA), as well as monitor and track existing IRB Authorization Agreements (IAA), and Research Affiliates. The IRB Billing and Affiliate Agreements Manager functions as a primary resource and educator on IRB review fees communicating with clinical departments, Grant and Contract Administration (GCA) staff, to ensure contracts contain proper language set forth by Yale University Office of Research Administration Official.

Responsibilities of the Billing and Affiliate Agreements Manager

- Develop, implement, and amend University Policy & Procedure relating to IRB review fees.
- Monitor and review Industry Sponsored CTAs to optimize reimbursement and safeguard billing compliance with university, government, & third party regulations and payer requirements.
- Advise and/or propose recommendations to the Human Research Protection Program's (HRPP) Director of improvements to maximize reimbursements.
- Design, modify and maintain revenue accounting system to provide a record of IRB revenue.
- Generate weekly account summary report ensuring accuracy of financial information.
- Analyze and interpret data; identify trends or deviations from standards and assess impact of trends, explain or resolve variances.
- Invoice Industry Sponsors in accordance to the terms and conditions set forth in the Clinical Trial Agreement.
- Regularly review account receivable and aging history reports.
- Communicate with Industry Sponsors to resolve billing discrepancies.
- Identify delinquent accounts and prepare final review and disposition of problem accounts.
- Review Human Investigation Committee (HIC) protocol to certify proper coding is utilized by Regulatory Analyst to accurately reflect the correct action in the submission type or submission qualifier type to ensure Industry Sponsor is appropriately invoiced.
- Perform quality assurance; audit active HIC protocols to ensure all Industry Sponsor CTA are being invoiced.
- Serve as a resource for IRB billing and review fees; providing information, assistance and training to faculty, staff.