

Link correction, please see the below link correction in red. Disregard previous link sent out. Thank you!

CAMRIS Billing System Account Set-up

CAMRIS will be implementing new billing system. This system will help to streamline a once-manual process of invoicing for services and provide a more efficient billing & service tracking mechanism for all. Several weeks ago the MR User community received (or should have) an E-mail expressing the need for Investigators and their delegates to register their Protocols involving CAMRIS accounts on the PBR website. This is necessary for the users to be part of the change in billing. Through the end of this month and into April we will be moving toward implementing this system. We want all users to be registered and able to log onto the system.

Inquiries about access during this validation period should contact: Thomas.Ferrara@uphs.upenn.edu

Questions regarding your CAMRIS account, contact: Shannon Long: Shannon.Long@uphs.upenn.edu

NOTE: When the system is fully implemented those CAMRIS Protocols not registered will not be able to get scanning done.

Below is a guide on how to navigate the system and set up an account.

You will need a Penn key and password to utilize this system. The PI of each study protocol will need to log in and assign personnel (lab manager, CRC, etc.) to each protocol. Once that step is completed those designees will be able to handle a variety of functions within the system for the PI if he/she prefers that method.

For PIs, Lab Managers and BAs please go to the Path BioResource home page at <https://somapps.med.upenn.edu/pbr/portal/> and you will find the link on the left hand side menu to log in specified by your role. This is a correction to the link sent out previously.

CAMRIS Submissions & the CAMRIS Billing System Portal

When submitting a new protocol to CAMRIS, please ensure you follow the following steps in the order shown:

1. Submit your protocol submission through the IRB HS-ERA system. Be sure to “check” CAMRIS on the application
2. Submit to CAMRIS (via the CAMRIS email Inbox) your submission for review
3. Once you have received IRB APPROVAL, you may then log onto the above link to set up the billing account in the system.
4. Upon completion of step #3 the CAMRIS Committee will send you the review meeting approval/stipulations letter. Note: CAMRIS can only approve new protocols once the IRB has provided approval and a stamped ICF, AND the billing system account for your protocol has been set up through the link above.

5. For renewal protocols you can submit to CAMRIS for Continuing Review and if you have IRB approval at that time, you can either set up your new billing account in the new billing portal or double-check the funding status and details within the system if your account is already in there.

CAMRIS Subjects and Scanner Check-In Procedure

1. Arrive in department and sign into your billing account using your Penn Key
2. There will be a list of IRB accounts to which you are associated. Choose the IRB protocol to be billed.
3. The Tech will place start and stop times and any other notes needed for the study and submit. You may ask to review this before the submission.
4. Once the submit button is activated, you (Investigator or delegate) are automatically logged out of the system
5. The charged session is sent for review. You will have access to the current billing through a log-on process that allows you to view that specific IRB protocol

General Q & A

1. I am a Lab Manager or Coordinator, or Research Assistant, and not the business administrator,
 - a. You will have to log in every time you have a scan performed at any of the MRI Research scanners
2. When Do I Use This Billing System?
 - a. You have the opportunity to use the system for the scanning session and also for review of you current charges that have been processed on the PBR system
3. I do not see my protocol in the system. What do I do?
 - a. First make sure you have been registered by your PI or BA for being in the system and associated with the protocol. Second - Contact Tom Ferrara or Shannon Long for help
4. What if the CRC shows up to the scanner but does not know his/her pennkey info, protocol # and RBN?
 - a. In the transition time we will be able to handle this issue. BUT when the system is fully implemented this will be an issue for the study and may prevent the actual scanning.

Additional questions or concerns please contact me via email at Shannon.long@uphs.upenn.edu or phone 215-898-6557.

Spread The Word! Please feel free to pass this along to other study team members utilizing CAMRIS.

Thank you!

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