**OCR Invoicing Team**

The Office for Clinical Research (OCR) Invoicing Team invoices for active industry-sponsored clinical trials and research at Emory.  OCR Invoicing determines which studies are managed based upon the following attributes:

[[1]](#endnote-1)

The OCR Invoicing Team provides the following services to the Emory Research Community:

* Generates ***Invoices*** to sponsors for start-up-costs, visit level, pass-through and milestones items and services with Emory Healthcare billables, including subject and non-subject activities
  + Invoices are generated based upon items tracked in the Emory Research Management System (ERMS)
* Itemizes/matches monies received from **Non-Invoiceable** (activities paid automatically based upon completion of sponsor milestones, e.g. CRF completion queries, monitoring visits) to study activities tracked in ERMS by the study team
* Receives checks directly from sponsors for **Invoiceable and/or Non-Invoiceable**; forward checks to the Controller’s office for deposit into study account into correct study account
* Receives ACH payment/Wire transfer payment notifications from sponsors for **Invoiceable and/or Non-Invoiceable;**
* Processes patient stipends and travel reimbursements; and invoices sponsor for reimbursement to study account
* Processes payments to external vendors such as Grady Hospital, WIRB and RECIST
* Generates and distributes monthly study-status reports to investigators
* Generates and distributes monthly and departmental and working group reports; aggregating the study data for Emory University & Departmental Administration

Please email Sherry Coleman at [sherry.coleman@emory.edu](mailto:sherry.coleman@emory.edu) for any questions related to the OCR invoicing Team.

1. The **NIH clinical trial definition** is: A research study in which one or more human participants are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. [↑](#endnote-ref-1)