

**CALENDAR REVIEW ANALYSIS OFFICE**

**Obtaining a Charge Description Master (CDM/EAP) Number**

A. Policy

The Charge Description Master (CDM) also known as EAP within MiChart, is used to maintain charges for items/services. The CDM policy is to ensure that this number (code) is requested from the CDM and Rate Setting team for an Investigational Device Exemption (IDE) or a non-significant risk study (NSR).

B. Purpose

The purpose of this process is to ensure accurate complete coding and compliance.

C. Begin Steps / Process

All requests for this code must be mailed via email to the CDM and Rate Setting team at [HFS-CDM-Rate-Setting-Team@med.umich.edu](mailto:HFS-CDM-Rate-Setting-Team@med.umich.edu)

Information must be included on the MiChart New Reactivation and Rate Change EAP Form. All questions must be directed to this team.

- D. The process of creating an EAP and transferring the code into the MiChart takes approximately seven business days. Once the code is available, the CDM team will inform the contact person initiating the request. If the process is longer than the seven days, contact the CDM and Rate Setting team for follow up.

New EAPs are created in MiChart and then transmitted to MBECT on the 15<sup>th</sup> of each month. If you are not able to locate the number in the system, at the time of processing your Amendment, please contact MBECT support team at [CRAO-MBECT-HELP@med.umich.edu](mailto:CRAO-MBECT-HELP@med.umich.edu) or via email at extension 4-5569.

- E. Once the EAP has been obtained, a member of the study team will need to submit an Amendment in eRRM.

- F. The change to the billing calendar must be made in MBECT. A member of the study team will locate the EAP in MBECT that was assigned to the device and add this to the billing calendar and select appropriate time points.

- G. A note that states the name of the device or any other additional information that maybe pertinent.

- H. The line item titled *Study Device Investigational* will be removed from the billing calendar.

Approved by: Gina Vuocolo-Branch, Director Date: 02/20/13	Revised: 02/14/13, 02/20/13	 Clinical Research Calendar Review and Analysis Office	Calendar Review Analysis Office CDM/EAP Policy
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