



[Clinic or Hospital Logo]	SOP # Effective Approved Next Review Owner Department Tags Applicability	[Number] [Date] [Date] [Date] [Name] [Name] [Tags] [Name of sites]
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Bispecific T-Cell Engager Billing Procedure	
Where Did This Resource Come From?	
 Clinic/Hospital Type	Mid-sized, community-based clinic
 What's Unique?	<ul style="list-style-type: none"> <li>Financial task group in Electronic Health Record (EHR) system</li> </ul>

## 1. Purpose

To establish a clear and consistent process for the billing of Bispecific T-Cell Engagers (BTCE) within the community oncology practice, ensuring proper authorization, financial screening, and documentation to support reimbursement and patient care.

## 2. Scope

This policy applies to all staff involved in the scheduling, authorization, financial screening, billing, and clinical management of patients receiving bispecific antibody therapies within the practice.

## 3. Definitions

- **Bispecific T-Cell Engager (BTCE):** Synthetic proteins that bind two distinct antigens: one targets the CD3 protein on T cells, and the other targets a specific cancer antigen, redirecting T cells to activate an antitumor immune response.
- **PA:** Prior Authorization required by payers before treatment.
- **EHR:** Electronic Health Record system used for patient documentation.

## 4. Responsibilities

- **Scheduling Team:** Confirm PA approval before scheduling infusion appointments.
- **PA Team:** Manage and expedite PA processes as necessary.
- **Financial Screening Team:** Conduct financial assessments and confirm patient financials.
- **Primary Attending Physician:** Review and approve clinical suitability for BTCE therapy.
- **Billing Team:** Ensure accurate billing, including J-code data and reimbursement procedures.

## 5. Procedure

### 1. Prior Authorization Process:

- PA must be secured before scheduling any BTCE infusion.
- Scheduling team to verify PA approval prior to appointment booking.
- PA process typically requires up to 7 days.
- Expedited PA requests should be directed to the PA team.

### 2. Financial Screening:

- Once clinically approved, forward requests to the Financial Screening Team.
- Financial Screening Team to confirm payer profitability, patient financials, and authorization coverage.

### 3. Treatment Planning:

- Notify the Primary Attending Physician upon financial approval.
- Arrange outpatient treatment and include PRN tocilizumab orders for pre-certification.

### 4. Documentation and Reporting:

- Document all aspects of BTCE management in the EHR, including assessments, interventions, and outcomes.
- Prepare detailed discharge summaries with follow-up care recommendations.
- Conduct patient benefits investigations and meet all PA requirements.

### 5. Financial and Billing Considerations:

- Establish a financial task group within the EMR/email system for BTCE cases.
- Implement financial pre-screening for all patients.
- Confirm payment for same-day services.
- Maintain updated clinical documentation.

## 6. Safety and Compliance Considerations

- Include tocilizumab as a PRN order in the treatment plan.
- Secure precertification for all necessary medications.
- Communicate effectively with payers.
- Utilize copay assistance programs when available.

## 7. Records and Documentation

- Maintain records of all drug orders electronically, including approvals and procurement details.
- Document REMS enrollment and verification in the electronic health record (EHR).
- Track medication usage and compliance audits.

## 8. Revision History

Version #	Date	Description of Changes	Reviewed / Approved By