A. GENERAL INSTRUCTIONS

All patient care professional fee income generated by HSCP faculty, and other faculty whose
patient care professional fees are billed by the department or a department billing service, will
be deposited to University accounts and disbursed by Departments (only). If a faculty
member is on pay status (at any percent) the disbursement of income is done by using the
payroll system. If the faculty member has a WOS academic appointment, the department
must change the faculty to paid status and disburse the income by using the payroll system. If
the faculty member is clinical unpaid (volunteer), and the department collects the patient care
professional fee, the payment can be made via PayQuest. These payment procedures also
pertain to payments for UCI University Physicians and Surgeons (UCIUPS) services.
Managed Care Administration will directly pay the Department, not the physician, except for
externally contracted physicians.

B. PROCEDURES

1. Compensation Plan Faculty

After appropriate assessments are deducted, the income may be disbursed as a HSZ
payment as described in approved department compensation plan procedures. Payment
requests should be submitted (to SOM Finance) on the Distribution of Revenue/Z
Payment form, with appropriate back-up documentation.

2. Part-time Faculty with less than full time (51% or greater) paid appointments

Appointment requires job description for paid appointment time and a contract for private
practice activity conducted at UCI stipulating billing, assessments, etc. Specific guidelines
and forms are included in Guidelines for Part-Time Faculty Appointments, 3.40.
Appointment and contract must be approved by the Compensation Plan Advisory
Committee and the Dean. Patient care professional fee revenue generated beyond the
salaried appointment is paid by the department as a “Z” type payment, using DOS code
PPC.

3. WOS Faculty (Adjunct, In Residence and Clinical X series)

In order to disburse patient care professional fee income to WOS faculty, the department
must put the faculty on paid status by adding an appointment at the appropriate
percentage of time.

4. Clinical Unpaid (Volunteer) Faculty

Department will determine if payment is necessary for occasional services performed
outside the scope of the volunteer appointment and, if appropriate, will request payment
via PayQuest, charging the revenue account or holding account. This payment method
may be used for managed care patients where the capitation payment was transferred to
the department, providing the physician is under contract with the UCIUPS or acting as
locum tenens. In this situation, the department is acting as a billing agent and the income
should be based on a department formula for distribution of capitation payments and may
be reduced by the billing fee. The request must state that this payment is for patient care
professional fees earned by the faculty member, with confirming documentation such as
the EOB, and should include the gross collections and itemized deductions, if any. These
payment requests require Managed Care Administration approval.

The gross collections amount will be reported to the IRS as 1099 income.