PROFESSIONAL FEES CHARGED TO LAW FIRMS

A. **POLICY:**

UPG is committed to ensuring its clinicians an efficient and accessible environment in which to provide professional services to law firms and other external legal entities.

B. **PROCEDURES:**

Except for payments through payroll, payments to clinicians for professional services to law firms and other external legal entities, or for reimbursement of expenses incurred in conjunction with professional services, must be initiated in accordance with the following procedures:

**Professional Fees Charged to Law Firms**

A clinician may be asked by a law firm or other external legal entity to provide professional services related to patient care. Although a contract with the law firm or external legal entity is not required, the UPG Office of Legal Affairs may assist in the negotiation for services if requested by the clinician. In such cases, please contact the Assistant General Counsel or the Associate General Counsel.

Revenue resulting from professional services shall be allocated in one of the following methods, as chosen by the clinician:

**Option 1:** The clinician shall receive 50% of the total revenue, and UPG, on behalf of the department, shall receive 50% of the total revenue; or

**Option 2:** Total revenue shall be deposited directly into the Other Than Personnel Services Fund (“OTPS Fund”) to be used by the clinician towards expenses related to professional development (e.g., continuing medical education, travel, technology, etc.).

Departments, on behalf of the individual clinician, shall bill the law firm or external legal entity for the professional services rendered. Departments should ensure that checks are being made payable to UVA Physicians Group (Tax I.D. #54-1124769). **For tax purposes, it is extremely important that checks are not made payable to the individual clinician.**

All professional fees collected from law firms or other external legal entities shall be deposited in a UPG departmental clinical supplement account. UPG shall then reimburse the clinician as follows:
Departments shall submit a clinical pay request form to the Financial Operations Specialist in the Payroll Office and should include the following:

1) Name of UPG clinician;
2) Amount to be paid (50% of the total revenue);
3) Department UPG Account # to be charged; and
4) Date of professional services rendered to law firms.

**Meal & Travel Expenses**

The clinician shall be reimbursed directly by the law firm or other external legal entity for all reasonable expenses incurred as a result of the provision of professional services, including, but not limited to food, travel and lodging. Such costs shall not be included as part of the total revenue disbursed to clinician and UPG.

For all other types of consulting and/or professional services with an external entity which are not applicable to this policy, please consult the UPG Clinical Department Procedures By Expenditure Type Policy and the School of Medicine External Consulting and Professional Activities Policy.

**C. CROSS REFERENCED MATERIALS:**
- Clinical Department Procedures by Expenditure Type
- School of Medicine Professional Fees Charged to Law Firms Policy
- Code of Conduct
- School of Medicine External Consulting and Professional Activities Policy

**D. FORMS:**
- UPG Clinical Pay Request Form
- UPG Clinical Check Request Form

**E. SCOPE:**
This policy and its procedures will give direction to the Clinical Departments and UPG staff for related expenditures.

**F. ADMINISTRATION:**
This policy and its procedures will be administered by Finance and Accounting and reviewed on a periodic basis.

**G. DISTRIBUTION:**
To all UPG Clinicians, Clinical Department staff, Finance and Accounting staff and Office of Legal Affairs.