

Professional Fees Charged to Law Firms

Date: November 1, 2006

Number: 1.220

Status: Final

Contact Office:

Assistant Dean for Finance
PO Box 800796
Charlottesville, VA 22908
Phone: 434-924-5369
Fax: 434-924-8173

Oversight Executive:

Senior Associate Dean for Finance and Administration
PO Box 800793
Charlottesville, VA 22908
Phone: 434-924-8425
Fax: 434-982-0874

Applies to: All full- and part-time clinical employed at the School of Medicine and who also have contracts with HSF.

Reason for Policy: This policy clarifies how income from professional fees charged to law firms will be allocated and provides for the use of University resources in providing services related to patient care activities to law firms.

Policy Statement:

When a clinical faculty member is engaged by a law firm to provide professional services that are related to patient care activities (i.e., expert witness, etc.), a professional fee will be collected. The income from the professional fee will be distributed with 55% of the income directed to the faculty member and 45% of the income directed to the department. All disbursements to clinical faculty must be approved by the department chair.

A clinical faculty may use University resources in preparing for the work associated with providing permitted services to a law firm. These resources include computer, email, telephone, fax, and secretarial assistance.

Procedures:

1. Fees should always be discussed in advance with the person requesting services. Verify that the attorney or the firm (not the client) is prepared to pay for the services.
2. Travel, meals, and lodging expenses should be reimbursed directly by the law firm to the faculty member providing the service.
3. Each clinical chair may set departmental fees for these services. The following are suggested rates:
 - a. Preparation time (i.e., library research, chart review) should be charged at a rate of \$250/hour.
 - b. Time spent giving depositions or testimony should be charged at \$400/hour. You may be called upon to render these services in your office, in the office of the law firm, or in a courtroom.
 - c. Hours away from the Health System for travel time should be billed at \$250/hour.

Related Policy:**Policy Background:**

Next Scheduled Review: October 2009

Revision history:

Effective November 1, 1988

Revised February 20, 1998

Revised November 1, 2006