

Prior Approval, Clinical Eligibility Threshold and Not Routinely Funded Process Guidance



VERSION CONTROL

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| Date ratified: | Not applicable |
| Name of originator / author: | Heather Kelly, Senior Commissioner – reviewed by Debbie Pook, Chief Operating Officer |
| Name of responsible committee: | Not applicable |
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VERSION HISTORY

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| 1 Sept 2016 | 1.0 | None |
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NHS Warwickshire North CCG Prior Approval, Clinical Eligibility Threshold and Not Routinely Funded Process Guidance

Within the Clinical Commissioning Group commissioning policies there will be reference to the requirement for prior approval for certain treatments/therapies/drugs before treatment takes place.

Prior Approval Process

The process for such prior approval is as follows:

1. Clinicians should direct their requests through the acute hospital management team and should avoid writing direct to the CCG.
2. The acute hospital should submit through the Blueteq system the prior approval request, which should confirm that policy criteria has been met.
3. Any manual submission should be made to the Individual Funding Request Department, Arden and GEM Commissioning Support, Westgate House, Warwick by email:

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| Email | AGCSU.IFRCW@nhs.net |
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4. Submissions through Blueteq will receive same day responses and manual submissions will receive a response within 3 working days.

Clinical Eligibility Threshold Process

The process for the clinical eligibility process is as follows:

1. Clinicians should direct their requests through the acute hospital management team and should avoid writing direct to the CCG.
2. The acute hospital should submit through the Blueteq system the clinical eligibility threshold request, which should confirm that policy criteria has been met.
3. Any manual submission should be made to the Individual Funding Request Department, Arden and GEM Commissioning Support, Westgate House, Warwick by email:

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| Email | AGCSU.IFRCW@nhs.net |
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4. Submissions through Blueteq will receive same day responses and manual submissions will receive a response within 3 working days.

Not Routinely funded policy

For those cases that fall outside the criteria set within the policies then there is the option to apply to the CCG through the Individual Funding Request (IFR) process, if exceptional circumstances can be demonstrated. It would need to be demonstrated that a patient was significantly different to similar patients with similar circumstances.

(NB: For quick reference a flow diagram of the process is shown as appendix 1)

Appendix 1: Flowchart: Patient Treatment Prior Approval and Clinical Eligibility Threshold process guidance

