

NEL – Evidence Based Interventions Policy

Seeking Prior Approval Quick Reference Guide for GPs Only

Where GPs need the consultant to make an assessment to determine whether Tonsillectomy, Hernia or Chalazia surgery would be beneficial, a referral should be made to a consultant for assessment.

If the consultant then decides that Tonsillectomy, Hernia or Chalazia surgery would be beneficial, the consultant should complete the prior approval application before undertaking the procedure.

In cases where the GP is certain that the patient would benefit from Tonsillectomy, Hernia or Chalazia surgery, the GP can make the prior approval application at two points:

1. The GP can make the prior approval application before making the referral to secondary care
 - If prior approval is given, the confirmation should be added to the referral, so as to avoid secondary care seeking prior approval again for the same case.
 - If prior approval is declined, the patient will need to be contacted and informed of this and alternative options discussed with the patient

OR

2. If the referral to secondary care is made straight away by the GP, the patient needs to be informed that whilst the patient will be referred to secondary care that the GP needs to seek prior approval before any procedure can go ahead
 - If prior approval is given, the confirmation should be added to the referral, so as to avoid secondary care seeking prior approval again for the same case.
 - If prior approval is declined, the patient will need to be contacted and informed of this and the alternative options discussed with the patient. The referral will need to be cancelled so as to avoid an unnecessary attendance

All other procedures listed as Prior Approval are the responsibility of secondary care and therefore the treating clinician must seek Prior Approval for the procedure.

Making a Prior Approval Funding Request

Complete the prior approval form for the relevant procedure, these are embedded within EMIS. If you are not on EMIS the forms can be downloaded from the following websites:

- www.redbridgeccg.nhs.uk/Local-services/individual-funding-requests.htm
- <https://www.haveringccg.nhs.uk/Local-services/individual-funding-requests.htm>
- <https://www.barkingdagenhamccg.nhs.uk/Local-services/individual-funding-requests.htm>
- <https://www.walthamforestccg.nhs.uk/about/individual-funding-requests.htm>
- <https://www.towerhamletsccg.nhs.uk/gps/Individual-funding-request-IFR.htm>
- <https://www.newhamccg.nhs.uk/news/policies-and-procedures.htm>
- <https://gps.cityandhackneyccg.nhs.uk/service/individual-funding-request>

Request processed in line with the policy by approval team

Submit request to the approval team's generic email address nelcsu.pas@nhs.net

Funding declined – an email will be sent from nelcsu.pas@nhs.net to the requestors email account to state the reason why funding is declined. You will receive a response to your email within 24 hours of receipt

Funding Approved - an email will be sent from nelcsu.pas@nhs.net to the requestors email account to state that the case meets the criteria and funding is agreed. You will receive a response to your email within 24 hours of receipt

Missing information or request for further information from the GP

Patient does not meet the policy criteria – Decline remains

Patients to be informed funding has been approved and referral can be made to secondary care

Additional information provided by GP

GP to inform the patient that funding was not approved and advice should be given on alternative treatments or factors which may help. If funding is declined and the GP or patient wishes for a case to be made then an Individual Funding Request (IFR) application may be made to explain why there may be exceptional circumstances for the patients' case. In this event the IFR process should be followed: The IFR process can be found here:

- www.redbridgeccg.nhs.uk/Local-services/individual-funding-requests.htm
- <https://gps.cityandhackneyccg.nhs.uk/service/individual-funding-request>
- <https://www.walthamforestccg.nhs.uk/about/individual-funding-requests.htm>
- <https://www.towerhamletsccg.nhs.uk/gps/Individual-funding-request-IFR.htm>
- <https://www.newhamccg.nhs.uk/news/policies-and-procedures.htm>

For further advice on completing this form please contact the prior approvals team on 020 3049 4366 or nelcsu.pas@nhs.net