

How will the decision be communicated to me?

Your clinician will be informed of the decision in writing.

If the decision is to fund your treatment, you will be able to discuss the practical arrangements with your referring clinician.

If it is decided that your treatment cannot go ahead as the information provided does not demonstrate that your clinical circumstances are exceptional, your clinician will receive a full explanation about why the decision has been taken.

If your GP was not the applicant, they are also made aware of the decision.

If funding is declined what are my options?

If your clinician feels there is further information about your condition or the requested treatment that was not submitted with the original application, they may request a review of the decision. This request must be made in writing within 12 weeks of the decision. The request will then be considered again, along with any previous information submitted.

Alternatively, if you feel that the process undertaken to reach the decision was not followed correctly or that the information provided was not properly considered, you may submit an appeal.

It should be noted that an appeal is intended to identify whether the decision taken was reasonable and if the correct process was followed. The appeal cannot change the decision directly but may result in the decision being referred back to the IFR panel for further consideration.

If funding is agreed what happens next?

Once funding is agreed your clinician will make arrangements for you to have the treatment. The time this takes may depend on various factors including the current waiting time and where you need to be referred to. For further information you should discuss this with your clinician or GP.

Further questions and contacts:

If you have any further questions about the IFR process contact the IFR team on:

01772 214 054

or email funding.requests@nhs.net

If you require this leaflet in an alternative format such as Braille, larger print, audio, British Sign Language or in a language other than English please contact the Customer Care Team in one of the following ways:

Freephone: 0800 032 2424

Telephone: 01772 777 952

Textphone: 01772 227 005

Email: mlcsu.customercarelancashire@nhs.net

Individual Funding Requests

A guide for patients and service users in Lancashire and South Cumbria



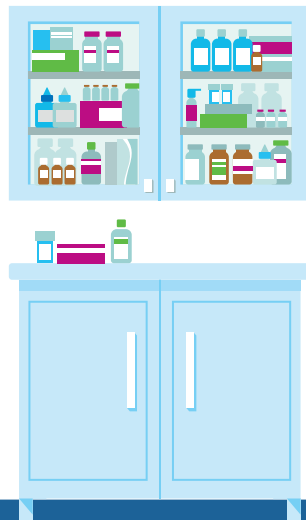
What is an individual funding request?

An individual funding request (IFR) can be made by your clinician (GP or any other health professional such as a Consultant or Specialist Nurse) if they believe that a particular treatment or service that is not routinely offered by the NHS is the best treatment for you, given your individual clinical circumstances.

Why are some treatments not routinely offered by the NHS?

The vast majority of treatments and services that patients need are offered routinely by the NHS. There may be some cases however, where a decision has been taken not to offer the treatment. This may be because there is limited evidence for how well the treatment works or there are other areas of healthcare that are recognised as being a higher funding priority by the Clinical Commissioning Group (CCG) responsible for providing healthcare in your area.

There will also be some circumstances where a treatment is still very new and a decision hasn't been taken yet on whether it should be offered routinely on the NHS.



When can an individual funding request be made?

An individual funding request can be made for a treatment that is not routinely offered by the NHS when a clinician believes that their patient is clearly different to other patients with the same condition or where their patient might benefit from the treatment in a different way to other patients. This is known as "clinical exceptionalty".

You can provide a statement of your particular circumstances if you wish, through your clinician. It is important to note that the IFR process cannot consider psychological or social circumstances as grounds for exceptionalty.

Who can make an individual funding request?

Your clinician makes the funding request and initiates the process by completing an IFR form. This will include all the relevant information (the treatment requested, your medical condition, the clinical reasons why you will benefit) needed for the IFR team to consider the application.



Who considers the application?

All applications are reviewed by a dedicated team of IFR expert reviewers who will first go through a screening process to make sure the form is complete. The IFR team will determine whether a decision can be made at this point or whether they may need to refer the application to the IFR panel.

The IFR panel is a professional, multi-disciplinary team with delegated powers who will not have been involved in your treatment. All panel members have received training to enable them to assess individual funding requests fairly and thoroughly. Your personal identifiable information is not shared with the panel.

How long will an application take?

Applications are acknowledged via your clinician, within five working days. Whilst we aim to reach a decision within 40 working days, the time taken to review an application will vary on a case by case basis and will depend on factors including, but not limited to:

- What the request is for;
- Whether additional clinical information is required;
- The complexity of your condition and the requested treatment