

EFR (Exceptional Funding Requests) & Prior Approvals – March 2022

Dear Colleagues,

Due to the high volume of applications received by the EFR/PA team, that are falling outside of process and policy requirements please find a quick bullet pointed guide to the process when submitting applications or making referrals for restricted treatments.

Please find the following information below:

- All applications made through eRS or directly through NHSmail to EFR/PA **must** include a completed generic or intervention specific application form, with clinic letters and summaries provided solely for further information, to support and evidence the request
- Primary Care or community provider colleagues **to ensure** a copy of the EFR/PA letter, granting authorisation for either an assessment only or for the proposed treatment, is provided when requesting referrals to secondary care for restricted treatments
- RSS colleagues **to check** that the EFR/PA letter, confirming funding approval for either an assessment only or for the proposed treatment requested, is provided for restricted treatments before referring onto secondary care
- Secondary care colleagues **to ensure** that they have a copy of the EFR/PA letter, granting authorisation for either an assessment only or for the proposed treatment of a restricted procedure, before listing a patient, so as not to raise patient expectation
- Secondary care colleagues may submit a direct funding application for a restricted procedure, without prior assessment or treatment approval in place, when a patient is either an inpatient or has already been referred for a non-restricted condition and a restricted condition has then been identified. *GP's would not be required or expected to submit an application under these circumstances

The previous communication from December 2020 has also been included on the next page, with some additional information, to ensure that all recent EFR/PA process updates and guidance can be accessed in one document.

Please find previous reminders below:

- It has been agreed that the EFR/PA Department will automatically withdraw any applications, where further information requests have not been followed up by the applicant, after a period of **30** days.
- Please check Ardens or our website for any specific intervention application forms that may be required before applying and do not use generic NHS forms or the CCG's own generic prior approval form, if there is one available. The specific application forms are clearly laid out within the table on the webpage
- All BSW CCG policies, generic and specific application forms and remaining locality specific policies can be found either on Ardens or on the following webpages:

<https://bswccg.nhs.uk/your-health/what-we-do-and-don-t-fund>

<https://bswccg.nhs.uk/your-health/what-we-do-and-don-t-fund/what-we-do-and-don-t-fund-locality-specific-policies>

- When submitting/attaching an application by email please ensure, each time, that it is for one patient and for one intervention only. Therefore, please do not include more than one application for the same patient or for different patients in the same email
- Many of the policies require evidence of conservative measures and/or significant functional impairment e.g., Carpal Tunnel, Trigger Finger and Varicose Veins, so please double check that these criteria have been considered before submitting an application
- Please clearly identify the specific location on the body to which the intervention relates and if applicable whether Bilateral, Left or Right
- Please find the supporting evidence that **must** be submitted, alongside the application form, for the following interventions / conditions:

Interventions	Application Requirements
Blepharoplasty / Ptosis	Photographs & Visual Fields
Skin Lesions	Photographs & if applicable a copy of the Cinapsis report
Tonsillectomy	Dates of Documented Episodes
Carpal Tunnel, Trigger Finger & Ganglia	Dates of Injections & Aspirations

Your cooperation is much appreciated and should you have any further questions please don't hesitate to contact the team at bswccg.efr@nhs.net