

## **Prior Approval Application Process GP Guidance Notes**

### **1. Introduction**

- 1.1 These guidance notes provide clarification on Gloucestershire Clinical Commissioning Group's (GCCG) approach to treatments identified on the Effective Clinical Commissioning Policies (ECCP) list as requiring Prior Approval (PA).

### **2. The Application Process**

- 2.1 The Effective Clinical Commissioning Policies (ECCP) list identifies all procedures that require GCCG approval prior to treatment, and provides details of the criteria that the patient will need to meet in order for PA to be granted by GCCG.
- 2.2 Where a GP believes that a patient needs a treatment that requires PA, and believes that the patient meets the criteria set out in the ECCP list, a Prior Approval Application and supporting evidence must be submitted to GCCG and confirmation of funding received before the patient proceeds for treatment.
- 2.3 The GP must inform the patient that the proposed treatment is subject to Prior Approval, and that patient details will be shared with GCCG in order to support the PA process.

### **3. The Decision Making Process**

- 3.1 All PA applications will be reviewed by GCCG's IFR Team to ensure that the relevant criteria have been met. Following the GCCG review process the outcome will be communicated to the GP that submitted the application, confirming:
- That the application is supported and funding approved
- OR
- That the application is rejected and funding is not approved
- 3.2 GCCG will respond to all PA applications within 10 working days of receipt of the application.
- 3.3 The referring GP must ensure that evidence of PA being granted is included within their referral to secondary care. Referrals for PA procedures that are sent without evidence of PA being granted may be rejected by the provider.

### **4. GCCG Process for Assessing Compliance with PA Policy**

- 4.1 GCCG will assess compliance with this policy through a data driven review that compares approved cases against actual activity undertaken by providers. If this process identifies any cases that have been undertaken without the necessary approval, the provider will not be paid for the associated activity.