

# Will the NHS in Leeds pay for my treatment?

## Information for patients

This leaflet aims to give you a brief summary of the process to request funding for interventional devices and procedures which are not routinely commissioned in Leeds.

You should read this leaflet in conjunction with the Individual Funding Requests policy and the associated decision making frameworks.

All policies can be found on the NHS Leeds Clinical Commissioning Group website:

<https://www.leedsccg.nhs.uk>

## Funding health services

The Clinical Commissioning Group (CCG) in Leeds is responsible for planning and buying the health services that local people need. This includes hospital services, community services, mental health and learning disability services and emergency and urgent healthcare.

The demand for healthcare services is increasing, and new and often expensive treatments are regularly becoming available. We only have a set amount of money to spend, so we need to make sure that we make the best use of our budget so that people living in Leeds can access the healthcare services they need. Each year we identify our priorities and agree a plan for the following year. The CCG has to make difficult decisions about whether to fund treatments for people outside that plan.

## What if a treatment is not normally available?

We have a policy called an Individual Funding Request (IFR) policy that sets out how we should assess a request for funding to provide a treatment or service for an individual patient.

Underpinning this IFR policy is a range of other policies about the treatments

and services that are not routinely available.

Your GP or NHS consultant can approach the CCG to ask on your behalf for funding that is not routinely available for one of two reasons.

- 1 You have a medical condition that is rare or is not covered by general policies for treatment.
- 2 He or she feels that there are exceptional clinical circumstances in your case and would need to show that your circumstances differ greatly from that of the majority of patients with the same medical condition. They would also need to show that you are likely to gain more benefit than they would normally expect to see.

If your doctor can show that both of these apply in your case, then they can contact us on your behalf with an individual funding request to pay for a treatment that we would not normally provide.

Clinical commissioning groups are not responsible for buying all health services, NHS England is also responsible for some services. Your doctor will know who to make the request to.

**More information at**  
[www.england.nhs.uk](http://www.england.nhs.uk)

## Making an IFR

If you would like to request a treatment that we don't normally provide, please discuss this with your GP or hospital consultant. They will complete an application form for you and send it to us, along with any supporting information. They will need to demonstrate why they feel that your request has exceptional clinical circumstances. Each request is considered individually and so we encourage you to provide us with supporting evidence, for example how your condition affects your daily life. If photographs are required your GP will send a request to the medical illustration department.

## How do we decide what treatments to fund?

We know that this can sometimes be difficult to define for each patient, and so the overarching Individual Funding Request Policy sets out how we assess each application and how we make our decisions. We aim to make these difficult decisions in a way that is fair and consistent by using the underpinning policies.

## How will a decision be made?

We have a panel of specially trained people that meet once a month which considers each individual request.

## Who sits on the panel?

The panel is made up of a mix of clinically qualified people from hospital, general practice and public health. They will consider each application against a clear check list, and they have the expertise to assess all the evidence that your doctor has provided. Sometimes we may go back to your doctor or consultant for additional information to support your request.

A trained lay representative will also attend the panels to make sure that the proper process is followed and consistent decisions are made.

## What is the decision making process?

Your GP or hospital consultant will make a referral to the individual funding request panel which meets monthly. Your doctor will be sent the decision made by the panel within seven working days of the meeting.

## Can I contact the panel?

Yes. If you want to make the panel aware of any additional information, you can contact the panel. This should, ideally, be done through the doctor working with you. You would not be able to attend the panel meeting.

## How will I know what the decision is?

Your doctor will contact you to let you know what the decision is. The response you receive includes details of how and why the panel reached its decision and appeal/complaint procedure (if appropriate).

If your application is turned down you may find it helpful to discuss alternative options with your doctor.

## Making an appeal

To make an appeal against the decision of the panel, you or your GP or consultant must put an appeal in writing to the panel administrator. The appeals panel is made up of CCG board members and senior managers, none of whom are members of the other IFR panels. An appeal will not be heard just on the grounds that you disagree with the original decision.

### **Appeals can only be made if you think that:**

- The panel didn't follow the agreed process.
- The panel did not consider all of the relevant information that was available to them.
- The panel acted outside of its authority or a decision was made that was contrary to a principle of law.

The appeals process includes situations where the appeals panel identifies that there was additional evidence that was not made available. If the appeal is rejected, a clear explanation will be given to your GP / consultant. If the appeal is accepted, it will be returned to the panel to be considered again.

## Appeals must be sent via your GP / consultant:

### Write to:

The IFR Business Manager  
NHS Leeds Clinical Commissioning Group  
Suites 2-4  
Wira House  
West Park Ring Road  
Leeds  
LS16 6EB

### Telephone:

0113 843 5223

## Further information

Further information about the process for funding exceptional treatments, including a copy of the IFR policy, can be found on the clinical commissioning groups in Leeds

### website at:

<https://www.leedsccg.nhs.uk/>

### Alternatively you can call us on:

0113 843 5223

## Making a complaint

If you remain unhappy with the response you received following your appeal, you have the right to make a formal complaint. To do this you can:

### Write to:

Complaints Department  
NHS Leeds Clinical Commissioning Group  
Suites 2-4  
Wira House  
West Park Ring Road  
Leeds  
LS16 6EB

### Telephone:

0113 843 5490

### Email:

[leeds.complaints@nhs.net](mailto:leeds.complaints@nhs.net)

# Contact us

For general information about the IFR process, please write to:

The IFR Business Manager  
NHS Leeds Clinical Commissioning Group  
Suites 2-4  
Wira House  
West Park Ring Road  
Leeds  
LS16 6EB

Telephone:  
0113 843 5223

**This information can be made available in other formats, including large print, Braille or different languages.**

**Please ask your doctor or contact the IFR business manager.**

**The NHS Leeds Clinical Commissioning Group website:**

<https://www.leedscg.nhs.uk>