



# Individual Funding Request (IFR)

## A Guide for Patients



### Introduction

Each **Integrated Care Board** (ICB) has a fixed amount of money to plan and buy healthcare services for local people.

There is not enough money to buy all the services we want to. So we have to decide which services will help the most people. We try to do this fairly and to make the best use of the money we have.

If your GP or consultant thinks that a treatment or service that we do not usually pay for could help you, they can apply for funding. This is called an **Individual Funding Request** (IFR).

There must be **exceptional clinical circumstances** for you to have this funding. This means your application will need to show:

- you are different from other patients with your condition
- the treatment would benefit you more than others.

## Making an IFR application

Usually, your GP or consultant will do the application for you. All IFR applications follow the same process:

### Initial Determination

This is a decision about if the request should go through the Individual Funding Request process, or if a different process is more suitable.

- **If there are any details missing**, your doctor will be asked to provide this.

### Stage 1 Review

Your request is reviewed to see if there is enough **evidence** (proof) of exceptional clinical circumstances.

In Stage 1, they are not deciding if you will get the funding you have applied for. They are only checking if there is enough evidence to move to Stage 2.

- **If more evidence is needed**, your doctor will be given the chance to provide this.
- **When enough evidence has been provided**, your request will move on to Stage 2.



## Stage 2 Panel

The IFR panel is a group of people from the ICB and Public Health experts. They meet every month to discuss if IFR applications meet the **criteria** for exceptional funding.

The panel will tell your doctor what was decided about your application within 5 working days of their meeting.

- **If funding is approved**, you and your doctor can start to discuss the arrangements for your treatment.
- **If funding is not approved**, the panel will write to you explaining why. If you have anything else that shows you have exceptional clinical circumstances, you can provide it. The Individual Funding Request does not close.

## If you are not happy with the decision

If you do not think the panel followed the correct process, you can ask for an **Appeal Panel** to review their decision.

You can make a complaint at any point in the process if you want to. You can ask the **Patient Advice and Liaison Service** (PALS) for how to do this – their details are on the back page of this leaflet.

## Our Individual Funding Request Policy

To see our Individual Funding Request Policy, please contact the IFR team:

- Call **0300 123 1461**
- Email [ifrteam@staffsstoke.icb.nhs.uk](mailto:ifrteam@staffsstoke.icb.nhs.uk)
- Visit [www.staffsstoke.icb.nhs.uk/individual-funding-requests](http://www.staffsstoke.icb.nhs.uk/individual-funding-requests)

## Where to send your completed individual funding request form:

IFR Improvement Manager (Chief Medical Officer Directorate)  
Staffordshire and Stoke-on-Trent Integrated Care Board  
New Beacon Building  
Stafford Education & Enterprise Park  
Weston Road  
Stafford  
ST18 0BF

**Email:** [ifrteam@staffsstoke.icb.nhs.uk](mailto:ifrteam@staffsstoke.icb.nhs.uk)

## Patient Advice and Liaison Service (PALS)

PALS can help if you have concerns about the way your Individual Funding Request is being handled, or if you need advice about choosing someone to act on your behalf.

**Call:** 0808 196 8861

**Email:** [patientservices@staffsstoke.icb.nhs.uk](mailto:patientservices@staffsstoke.icb.nhs.uk)



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