



# 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

Your **GP or consultant will do the application for you. All IFR applications follow the same process:**

### Initial Determination

This stage is about establishing 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 GP or consultant 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 GP or consultant will be given the chance to provide this.
- **If enough evidence is provided**, your request will move on to Stage 2.

### Stage 2 Panel

The IFR panel is a group of people from the ICB including clinicians and Public Health experts who meet to discuss if IFRs referred from Stage 1 meet the **criteria** for exceptional funding.

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

- **If funding is approved**, the IFR Team will write to your GP or consultant to discuss the arrangements for your treatment.
- **If funding is not approved**, the IFR Team will write to your GP or consultant explaining why. If you have anything else that shows you have exceptional clinical circumstances, you can discuss this further with your doctor.

### 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)



### **For information:**

Your GP or consultant will email your completed IFR application form to: [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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