

TOP TEN TIPS WHEN APPLYING TO THE EXCEPTIONAL ACCESS PROGRAM (EAP)

1. Be familiar with the EAP criteria for funding of the drug and indication for which you are applying. EAP criteria for rheumatology indications are posted on the ORA website.
2. Where possible, use a form developed by the Ontario Rheumatology Association. The ORA has collaborated with EAP to develop forms that capture the patient, prescriber, and clinical information that is required based on approved funding criteria for the more common rheumatology indications. The most up to date forms can be downloaded from the ORA website: www.ontariorheum.ca.
3. If the drug or disease for which you are applying does not have an EAP indication then **do not** use an EAP form. Consider applying through compassionate coverage if appropriate.
4. Ensure that forms and request applications to EAP are completed legibly. Illegible forms and notes are one of the most common reasons for delayed approvals.
5. Ensure that you provide complete clinical information to enable EAP staff to assess the request to determine if the patient meets the established funding criteria.
6. Ensure that forms are completed accurately as it relates to prescriber information, patient information, and the requested clinical information within each section of the form.
7. Ensure all EAP request applications are signed by the requesting physician and that your CPSO number is included.
8. When sending information to EAP especially in response to queries or when appealing please be courteous.
9. Check the ORA website frequently for updates of criteria, new drugs, and news that will help you to access medications for your patients.
10. Contact EAP directly [(416) 327-8109; (866) 811-9893] if you are having problems with a specific application. If the issue cannot be resolved after contacting EAP, you can contact the ORA EAP committee. We can help to clarify the situation. We can be reached at president@ontariorheum.ca.