



# RESUBMISSION, REASSESSMENT AND APPEALS POLICY

## PET Access Program

Version: 1.0  
Effective Date: April 2016  
Replaces Policy: N/A



## A. OVERVIEW

There are three options available to an Applicant who has received a negative funding decision from the PET Access Program:

- I. **Resubmission:** The Applicant may request a Resubmission if he/she has new evidence or pertinent medical documentation that he/she believes may change the decision.
- II. **Reassessment:** The Applicant may request a Reassessment if he/she believes the PET Access Policy was wrongfully applied but he/she does not have new evidence or pertinent medical documentation that may change the decision.
- III. **Appeal:** The Applicant may Appeal a negative funding decision after a Reassessment, if he/she believes that the PET Access Policy was wrongfully applied but he/she does not have new evidence or pertinent medical documentation that may change the decision.

## B. PURPOSE

The purpose of the *PET Access Program Resubmission, Reassessment and Appeals Policy* is to:

- I. ensure that PET Scans Ontario clearly defines the eligibility criteria for a Resubmission, Reassessment and Appeal; and
- II. outline the adjudication process for an eligible Resubmission, Reassessment and Appeal.

## C. DEFINITIONS

Defined terms not otherwise defined in this Resubmission, Reassessment and Appeals Policy have the meanings set out in the PET Access Policy.

**Appeal:** A PET Access Program request has been denied funding after a Reassessment and the Applicant requests a review of the previous PET Access Program decisions because he/she believes the PET Access Policy was wrongfully applied.

**Applicant:** The patient's treating physician who is licensed to practice in Ontario (i.e., holds a valid license from the College of Physicians and Surgeons of Ontario).

**Expert panel:** A panel composed of physician specialists in areas relevant to the PET Access Program request (e.g., radiologist, nuclear medicine physician, and disease expert (e.g., usually an oncologist)) who provide a recommendation as to whether the request meets the eligibility criteria of the PET Access Policy.

**Funding decision:** The decision as to whether a PET Access request met the eligibility criteria of the PET Access Policy.

**Initial Request:** A request submitted pursuant to the PET Access Policy.

**Patient:** An insured person under the *Health Insurance Act, R.S.O. 1990, c. H.6*.

**Reassessment:** A PET Access Program request has been denied funding after an Initial Request or after a Resubmission and the Applicant requests a review of the request by a different three-person expert panel because he/she believes the PET Access Policy was wrongfully applied to the request, but he/she does not have new evidence or pertinent medical documentation that may change the decision.

**Resubmission:** A PET Access Program request has been denied funding after an Initial Request and the Applicant requests a review of the request by the same three-person expert panel that assessed the Initial Request because he/she has new evidence or pertinent medical documentation that the Applicant believes may change the decision.

#### **D. ELIGIBLE APPLICANTS**

In order to be eligible to request a Resubmission, Reassessment or Appeal of a negative funding decision by the PET Access Program, the Applicant must be the same individual who applied to the PET Access Program initially (i.e., the treating physician who submitted the Initial Request). Patients cannot request a Resubmission, Reassessment or Appeal on a negative funding decision by the PET Access Program.

#### **E. FILING PROCESS**

- I. The Applicant may file a request for a Resubmission, Reassessment or Appeal:
  - i. electronically using the Appeal button in the Initial Request submitted via the PET Scans Ontario e-Tool; or
  - ii. by fax to “PET Access Program, Cancer Care Ontario” at (416) 217-1327.
- II. The Applicant must identify whether the request is for a Resubmission, Reassessment or Appeal.
- III. Upon receipt, the PET Access Program will screen the request against the Eligibility Criteria for the requested process (**see Sections F, G, and H**).

#### **F. RESUBMISSION**

##### **Eligibility Criteria**

- I. The Applicant may request a Resubmission of an Initial Request with a negative funding decision rendered by the PET Access Program, if he/she has new evidence or pertinent medical documentation that he/she believes may change the decision.

- II. The Applicant must submit the request for a Resubmission to the PET Access Program within 60 days of notification of the negative funding decision by the PET Access Program.
- III. In the request for Resubmission, the Applicant must clearly:
  - i. list all of the PET Access Policy criteria that the Initial Request failed to satisfy; and
  - ii. describe how the new evidence or pertinent medical documentation should change the decision.

#### **Process**

- I. The PET Access Program will forward eligible Resubmission requests to the same three-person expert panel that assessed the Initial Request. The expert panel will:
  - i. review the Initial Request with the new evidence or pertinent medical documentation against the PET Access Policy; and
  - ii. make a recommendation to approve or reject funding.
- II. The PET Access Program will inform the Applicant, in writing, of the funding decision. If the negative funding decision is confirmed, the PET Access Program will inform the Applicant, in writing, of the rationale for rejection; and provide standard instructions to the Applicant as follows: (a) if the Applicant has additional new evidence, he/she may make another Resubmission; or (b) if the Applicant does not have additional new evidence, the PET Access Program can, upon request, send the request for a Reassessment (see **Section G**).

### **G. REASSESSMENT**

#### **Eligibility Criteria**

- I. The Applicant may request a Reassessment of an Initial Request or a Resubmission request with a negative funding decision rendered by the PET Access Program, if he/she believes the PET Access Policy was wrongfully applied to the applicable request but he/she does not have new evidence or pertinent medical documentation that may change the decision.
- II. The Applicant must submit the request for a Reassessment to the PET Access Program within 21 days of notification of the most recent negative funding decision by the PET Access Program.
- III. Additional documentation from the Applicant is not necessary and will not be considered.

#### **Process**

- I. The PET Access Program will forward eligible Reassessment requests to a different three-person expert panel that did not previously assess the Initial Request or Resubmission request. The expert panel will:
  - i. review the request against the PET Access Policy;
  - ii. make a recommendation to approve or reject funding.

- II. The PET Access Program will inform the Applicant, in writing, of the funding decision. If the negative funding decision is confirmed, the PET Access Program will inform the Applicant, in writing, of the rationale for rejection, and will provide standard instructions on how to submit an Appeal.

## **H. APPEAL**

### **Eligibility Criteria**

- I. The Applicant may Appeal a negative funding decision rendered by the PET Access Program after a Reassessment if he/she believes that the PET Access Policy was wrongfully applied to the applicable request but does not have new evidence or pertinent medical documentation that may change the decision.
- II. The Applicant must submit the Appeal to the PET Access Program within 21 days of notification of the most recent negative funding decision by the PET Access Program.
- III. In the Appeal, the Applicant must clearly:
  - i. list all of the PET Access Policy criteria that the request failed to satisfy;
  - ii. describe how the PET Access Policy was incorrectly applied or interpreted; and
  - iii. comprehensively refute the grounds for rejection.

### **Process**

- I. The PET Access Program will forward eligible Appeals to a different three-person expert panel that did not previously assess the request. The PET Access Program will also provide the expert panel with the Initial Request, evidence, recommendations by each expert panel, and prior decisions from the PET Access Program. The expert panel will:
  - i. review the Appeal and the previous decision(s) against the PET Access Policy;
  - ii. determine whether the grounds for appeal are reasonable and just, given the evidence and the PET Access Policy criteria; and
  - iii. make a recommendation to approve or reject funding.
- II. The PET Access Program will inform the Applicant, in writing, of the final funding decision. If the negative funding decision is upheld, the PET Access Program will inform the Applicant, in writing, of the rationale for rejection.
- III. No further Resubmissions, Reassessments, or Appeals will be eligible.

## **I. TIMELINES FOR REVIEW**

The PET Access Program will aim to process a Resubmission, Reassessment or Appeal as quickly as possible. Due to the complexity of these cases and the need for external review, a Resubmission or Reassessment may take up to 5 business days. An Appeal may take up to 10 business days. An incomplete Resubmission or Reassessment request or Appeal may result in longer turnaround times.