

## **HOW TO MAKE A FORMAL APPEAL TO THE OXFORDSHIRE PRIMARY CARE TRUST (the PCT)**

### **if your request for funding for a treatment has been refused by the Case Review Committee**

Oxfordshire PCT is sometimes asked to fund a treatment which is not part of the normal NHS provision for Oxfordshire residents. The Treatment Request Panel will consider these requests in the first instance. Your case may be referred to the Case Review Committee. This is a committee including doctors and senior managers. In particularly difficult cases, the Case Review Committee may seek the advice from the Oxfordshire Priorities Forum.

These notes describe how you may appeal to the PCT if you wish it to review a decision made not to fund a treatment for you. The notes should be read in conjunction with the patient leaflet "*How funding decisions are made about your requested treatments*" which is available from the PCT.

- 1. Formal appeals are only likely to be considered if:**
  - ♣ **You feel that important facts were not taken into account when the decision was made not to provide funding, and/or**
  - ♣ **You feel that the Treatment Request Panel or the Case Review Committee did not apply its own agreed processes and principles when making the decision.**

You should state if you think either of these was the case, although it is appreciated that you may not know whether or not it was. You should set out as clearly as possible the grounds on which you are appealing.

2. The appeal must be made in writing by you or a representative that you appoint, e.g. family member, Independent Complaints Advocacy Service\*. It may not be made by any of the doctors involved in the funding request.
3. You should address the appeal to the Chief Executive of the PCT, who will ensure that it is dealt with by senior officers of the PCT who have not already been involved in making decisions about your request for treatment.
4. You should clearly state that it is a formal appeal.
5. You may submit with your letter of appeal supporting letters or statements from other people, including doctors, if you think they are likely to be helpful.
6. Your letter of appeal will be formally acknowledged when it is received and you will be given some idea as to how long it will be before a decision can be made. If the matter has to be referred back to the Case Review Committee, it may take a few weeks.
7. Dismissal of your appeal by the PCT in no way affects your statutory rights of complaint about the PCT's decision, either through the formal NHS Complaints system or through the legal system.
8. If you wish to seek further advice in connection with whether and/or how to appeal against the PCT's decision in your case, you could ask the Independent Complaints Advocacy Service\*, or your doctor for help.

\* The Independent Complaints Advocacy Service (ICAS) can be contacted at Kingfisher Exchange, 3<sup>rd</sup> Floor Kingfisher House, Walton Street, Aylesbury, Bucks, HP21 7AY Tel No 01296 468170, Fax No 01296 468171, Minicom: 01424 457601  
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