



How to Apply for Prior Approval of OHIP Funding for Out-of-Country Proton Beam Therapy

A Checklist for Referring Physicians

INSTRUCTIONS

The purpose of this checklist is to:

- Describe the steps required to submit a “Request for Prior Approval for Full Payment of Insured Out-of-Country Health Services” for Out-of-Country proton beam therapy (OOC PBT).

Note:

- These steps can be done in parallel.

Considering OOC Proton Beam Therapy	Refer to:
<p>Discuss proton beam therapy as a treatment option with the patient/family.#</p> <p>Provide the patient/family with the FAQ document “Proton Beam Therapy (PBT) in the United States: What you need to know (For patients, caregivers and family members for whom out-of-country PBT has been recommended)” .#</p>	<p>Document: Proton Beam Therapy (PBT) in the United States: What you need to know (For patients, caregivers and family members for whom out-of-country PBT has been recommended)</p>
<p>Identify the appropriate U.S. proton facility.#</p> <p>Initiate contact with one of the listed physicians at the approved U.S. proton facility prior to submitting an application to the Ministry of Health and Long-Term Care (MOHLTC) Out-of-Country Prior Approval Program, to ensure that the patient will be received and treated at the U.S. proton facility of choice.#</p> <p>For pediatric patients, coordinate with the pediatric oncologist to determine whether concurrent therapies are required while the patient is receiving proton beam therapy. #</p>	<p>The list of U.S. proton beam therapy facilities with which the ministry has entered into preferred provider arrangements is found below</p>
How to Apply to the Ministry of Health and Long-Term Care Out-of-Country Prior Approval Program	
<p>Complete the “Request for Prior Approval for Full Payment of Insured Out-of-Country (OOC) Health Services Form”.#</p> <p>If the patient requires concurrent chemotherapy, anesthesia, or any other health service with proton beam therapy, include such additional requests in the prior approval form.</p>	<p>MOHLTC Request form: http://www.health.gov.on.ca/en/public/programs/ohip/outofcountry/prior_approval.aspx#1</p> <p>Completed application forms may be mailed to the MOHLTC at the address provided at the top of the form, or sent by fax to: 1-866-221-3536 or 613-536-3181.</p>
<p>Once received from the MOHLTC, complete and submit the “Out of Country Prior Approval Program</p>	<p>The “Out-of-Country Prior Approval Program</p>

<p>CCO Questionnaire” along with supporting clinical documents (e.g., clinical notes, OR note, pathology report, pre and post-operative imaging reports, and MCC/tumour board notes (if available)).</p> <p>Submit your application to the MOHLTC as soon as possible (e.g. for medulloblastoma cases, immediately after surgery).</p>	<p>CCO Questionnaire” will be sent to applicants once the MOHLTC receives the “Request for Prior Approval for Full Payment of Insured Out-of-Country (OOC) Health Services Form”. Completed application forms may be mailed to the MOHLTC at the address provided at the top of the “Prior Approval for Full Payment of Insured Out-of-Country (OOC) Health Services form”, or sent by fax to: 1-866-221-3536 or 613-536-3181.</p>
<p>If requested by Cancer Care Ontario, submit missing or additional information in order for the application to be evaluated.</p>	<p>To submit a copy of imaging or dosimetric studies containing personal health information (if voluntarily submitted or requested by the reviewers), follow the steps below:</p> <ul style="list-style-type: none"> • Go to https://pdrp.cancercare.on.ca. • Create a cover page indicating the Prior approval number (PA#) of the case. The Ministry-assigned PA# is used to reference your application in case of a request for additional information. • Enter the Access Code: PDRP!2011 and click Next. • In STEP 1 : select “Evidence Building Program”. • In STEP 2: select “Additional Information for Previously Submitted Request”. • In STEP 3: Browse to select files, attach all files and click Upload. <p>For other clinical documents, fax copies to (416)217-1826 c/o CCO Out-of-Country Program.</p> <p>Documents that do not contain personal health information can be emailed to: ooc@cancercare.on.ca.</p>
<p>After MOHLTC Approval</p>	
<p>If funding for the service has been approved by the MOHLTC (via a decision letter), contact the approved U.S. proton facility to arrange for the transmission of your patients’ medical records.</p>	<p>The list of U.S. proton beam therapy facilities with which the ministry has entered into preferred provider arrangements is found below</p>
<p>Advise the patient/family to make travel arrangements to the approved U.S. proton facility location.</p> <p>It is recommended to find out what, if any, assistance the facility provides or may help arrange with respect to food, lodging, and local transportation.</p>	<p>Document: Proton Beam Therapy (PBT) in the United States: What you need to know</p>
<p>Advise the patient to inform you (i.e., the referring physician) if the U.S. proton facility recommends additional services that are not stipulated in the MOHLTC’s final decision letter. Advise the patient that without prior approval by the ministry they may be responsible for the cost of these services.</p>	

Inform the MOHLTC's Out of Country Prior Approval program of any additional services that are requested by the approved U.S. proton facility. Additional services will need to be evaluated before a funding decision is made.

Contact the MOHLTC at:
OHIPServicesOutsideOntario@ontario.ca

U.S. Proton Beam Therapy Facilities and Contacts:

Name of Facility	Name of OOC Physician	Title or Position	Phone, Email & Web Address
Cincinnati Children's Hospital Liberty Township, OH <i>(preferred provider for paediatric patients only)</i>	Dr. John Breneman	Professor of Radiation Oncology and Neurosurgery; Medical Director of the Proton Therapy Center, Cincinnati Children's Proton Therapy Center	Phone: (513) 377-4056 Email: John.Breneman@cchmc.org For assistance: 513-636-2866, proton-therapy@cchmc.org Website: https://www.cincinnatichildrens.org/service/p/proton-therapy
Massachusetts General Hospital Boston, MA <i>(preferred provider for paediatric patients only)</i>	Dr. Torunn Yock	Associate Professor, Harvard Medical School, Director, Pediatric Radiation Oncology, Massachusetts General Hospital, Department of Radiation Oncology	Phone: (617) 724-1836 Email: tyock@mgh.harvard.edu Administrative assistant: Elizabeth Mullen Email: emullin@mgh.harvard.edu Website: http://www.massgeneral.org/children/doctors/doctor.aspx?id=17295
Northwestern Medicine Chicago Proton Center Warrenville, IL <i>(preferred provider for adult and paediatric patients)</i>	Dr. William F. Hartsell <i>(Paediatrics and adults)</i>	Medical Director, Northwestern Medicine Chicago Proton Center; Ann & Robert H. Lurie Children's Hospital of Chicago; Clinical Faculty, Northwestern University Feinberg School of Medicine	Phone: (847) 767-8810 Email: William.hartsell@nm.org Website: http://www.chicagoprotoncenter.com/explore-the-center/meet-our-care-team/meet-the-doctors#title-2
	Dr. Vina Gondi <i>(Paediatrics)</i>	Director of Research, Chicago Proton Center	Phone: (347) 752-7711 Website: http://www.chicagoprotoncenter.com/explore-the-center/meet-our-care-team/meet-the-doctors#title-2
University of Florida Health Proton Therapy Institute Jacksonville, FL	Dr. Daniel Indelicato <i>(Paediatrics)</i>	Director of the University of Florida Pediatric Radiotherapy Program	Phone: (904) 588-1442 (904) 716- 0485 Email:

<i>(preferred provider for adult and paediatric patients)</i>			dindelicato@floridaproton.org Website: https://www.floridaproton.org/about-us/physicians-staff
	Dr. Julie Bradley <i>(Paediatrics)</i>	Associate Professor, Department of Radiation Oncology, University of Florida	Phone: (904) 588-1246 (904) 874-7673 Email: jbradley@floridaproton.org Website: https://www.floridaproton.org/about-us/physicians-staff
	Dr. Michael Rutenberg <i>(Adults)</i>	Assistant Professor, Department of Radiation Oncology, University of Florida	Phone: (904) 588-1246 (617) 512-4482 Email: mrutenberg@floridaproton.org Website: https://www.floridaproton.org/about-us/physicians-staff
	Dr. Ronny Rotondo <i>(Adults)</i>	Assistant Professor, Department of Radiation Oncology, University of Florida	Phone: (904) 588-1505 (904) 874-3564 Email: rrotondo@floridaproton.org Website: https://www.floridaproton.org/about-us/physicians-staff
University of Pennsylvania Health System "Penn Medicine" Philadelphia, PA <i>(preferred provider for adult patients only)</i>	<u>Thoracic:</u> Dr. Keith Cengel Dr. Steven Feigenbery Dr. William Levin Dr. Abigail Berman		Contact Person: Julia Golkin Email: Julia.Golkin@pennmedicine.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
	<u>Woman's Health:</u> Dr. Gary Freedman Dr. Neil Taunk Dr. Andrzej Wojcieszynski		Contact Person: Roberto Lorenzo Email: Roberto.Lorenzo@pennmedicine.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center

	<u>Central Nervous System</u> Dr. Michelle Alonso-Basanta Dr. Goldie Kurtz Dr. Jacob Shabason Dr. Robert Lustig		Contact Person: Tess Fuller Email: teressa.fuller@pennmedicine.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
	<u>Palliative:</u> Dr. Joshua Jones Dr. Alireza Fotouhi-Ghiam Dr. Ima Paydar		Contact Person: Darlene Bassett Email: Darlene.Bassett@uphs.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
	<u>GI/Lymphoma:</u> Dr. John Plastaras Dr. Edgar Ben-Josef Dr. Amit Maity (Lymphoma) Dr. Andrej Wojcieszynski (GI)		Contact Person: Roberta Lorenzo Email: Roberto.Lorenzo@pennmedicine.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
	<u>Head & Neck:</u> Dr. Alexander Lin Dr. Samuel Swisher-McClure Dr. John Lukens		Contact Person: Tess Fuller Email: teressa.fuller@pennmedicine.upenn.edu Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
	<u>Genitourinary:</u> Dr. Juston Bekelman Dr. John Christodouleas Dr. Neha Vapiwala		Contact Person: Darlene Bassett Email: Darlene.Bassett@uphs.upenn.edu



			Website: https://www.pennmedicine.org/cancer/navigating-cancer-care/programs-and-centers/roberts-proton-therapy-center
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