Prior Authorization Request Form

DECLARATION OF THE INSURED PERSON

Section 1: Information about the participant and the patient

Name of participant | Policy | Certificate | Name of employer

Name of patient | Date of birth | Telephone

Address (number and street name) | Town/City | Province | Postal code

Section 2: Other prescription drug insurance policies

Do you have other prescription drug insurance?	☐ Yes	☐ No	
If so, please answer the following:			
What type of plan is it?	☐ Private	☐ Public	
Have you ever submitted a claim **FOR THIS DRUG** to the other insurer?	☐ Yes	☐ No	
What is the status of the claim?	☐ Accepted	☐ Refused	☐ Under review
Did this insurer ask you to complete a prior authorization request?	☐ Yes	☐ No	
If so, what is the status of the prior authorization request?	☐ Accepted	☐ Refused	☐ Under review
Please enclose acceptance or refusal documents, if applicable			

Section 3: Authorization to disclose personal information

I certify that the information in this prior authorization request is complete, accurate and true.

I authorize physicians and other health care professionals, medical, paramedical or clinical institutions, care coordinators, members of SSQ's Preferred Pharmacy Network (outside Quebec only) and any public or parapublic organization, including Régie de l 'assurance maladie du Québec, to disclose to SSQ, Life Insurance Company Inc. (SSQ) any of my personal information including and without limitation, any medical information and medical evaluations in connection with the processing of this request. I hereby waive their confidentiality obligation and authorize them to disclose the requested information to SSQ. In addition, I authorize SSQ to disclose to the previously named third parties any of my personal information including and without limitation, any medical information and medical evaluations in connection with the processing of this request.

Photocopies of this document have the same value as the original.

Signature of patient (parent/legal guardian) | **Date**

IMPORTANT:
All correspondence concerning this form will be sent to the address indicated in the participant's file.

Send us this duly completed form by mail or by fax to: 1-855-453-3942.

Telephone: 418-651-2588/1-800-380-2588 – Fax: 1-855-453-3942
Address: 2525 Laurier Blvd, P.O. Box 10500, Quebec City, QC G1V 4H6
ssq.ca

DECLARATION OF THE PHYSICIAN

Section 4: Information about the prescribing physician

Name of physician _____ Specialty _____ License no. _____

Telephone _____ Fax _____

I hereby certify that the information in this request is complete, true and accurate.

Signature of physician _____ **Date** _____

Section 5: Drug covered by the authorization

Drug name	Pharmaceutical form	Strength	Dosage
			Dose: _____ Frequency of administration: _____

Type of request

☐ First request
Complete section 6

☐ Continuation of treatment
Complete section 7
Also complete section 6 if this is the first authorization requested from SSQ

Injection – administered at:

☐ Home
☐ Doctor's office
☐ Outpatient clinic
☐ Hospital (patient is admitted)
☐ CHSLD
☐ Other. Specify: _____

_____
Exact location's name and address

Section 6: Clinical information (First request)

Diagnosis

Specify: _____

Date the symptoms began: _____

Lab test results that are relevant to this request BEFORE the start of requested treatment (e.g., Hb, LDL-Chol, etc.)

Type of test	Result	Date

Results using recognized scales/standards for assessing the severity of the condition BEFORE the start of requested treatment (e.g.: DLQI, HAQ, ECOG, etc.)

Scale/Standard	Result	Date

Results of clinical examinations relative to this request BEFORE the start of requested treatment (e.g.: imaging, investigative report, etc.)

Examination	Result	Date

Section 6: Clinical information (First request) (cont'd)

Summary of previous trials or contraindications

Drug or other medical treatment	Reason for stopping	Duration of treatment
Name: ______ Dosage: ______	☐ Ineffectiveness ☐ Intolerance ☐ Contraindication ☐ Other, specify: ______	From ______ To ______
Name: ______ Dosage: ______	☐ Ineffectiveness ☐ Intolerance ☐ Contraindication ☐ Other, specify: ______	From ______ To ______
Name: ______ Dosage: ______	☐ Ineffectiveness ☐ Intolerance ☐ Contraindication ☐ Other, specify: ______	From ______ To ______
Name: ______ Dosage: ______	☐ Ineffectiveness ☐ Intolerance ☐ Contraindication ☐ Other, specify: ______	From ______ To ______
Name: ______ Dosage: ______	☐ Ineffectiveness ☐ Intolerance ☐ Contraindication ☐ Other, specify: ______	From ______ To ______

Section 7: Clinical information (Continuation of treatment)

Information necessary to evaluate the response to treatment

The drug covered by the present authorization request was first taken on: ______

Diagnosis

Specify: ______

Comparison of lab test results relevant to the present authorization request BEFORE and AFTER the start of the requested treatment (e.g.: Hb, LDL-Chol, etc.)

Type of test	Initial evaluation	Most recent subsequent evaluation
	Result: ______ Date: ______	Result: ______ Date: ______
	Result: ______ Date: ______	Result: ______ Date: ______
	Result: ______ Date: ______	Result: ______ Date: ______
	Result: ______ Date: ______	Result: ______ Date: ______
	Result: ______ Date: ______	Result: ______ Date: ______

Section 7: Clinical information (Continuation of treatment) (cont'd)

Comparison of results using recognized scales/standards for assessing the severity of the condition BEFORE and AFTER the start of requested treatment (e.g.: DLQI, HAQ, ECOG, etc.)

Scale/Standard	Initial evaluation	Most recent subsequent evaluation
	Result: _____ Date: _____	Result: _____ Date: _____
	Result: _____ Date: _____	Result: _____ Date: _____
	Result: _____ Date: _____	Result: _____ Date: _____
	Result: _____ Date: _____	Result: _____ Date: _____
	Result: _____ Date: _____	Result: _____ Date: _____

Results of recent clinical examinations relevant to the evaluation of the response to treatment requested (e.g.: imaging)

Clinical examination	Result	Date

Other beneficial effects observed since the start of treatment:

Section 8: Additional information