iA Financial Group

REQUEST FOR PRIOR AUTHORIZATION DRUGS

GROUP INSURANCE

Please refer to page 2 for instructions ☐ **Renewal** ☐ **Initial claim**

PART 1 - TO BE COMPLETED BY THE PLAN MEMBER/PATIENT

Member name ______________________________

Policy no. ______________ Certificate no. ______________

Patient name (if different) ______________________________

Relationship to plan member: ☐ Spouse ☐ Dependent child Date of birth of the patient Y | M | D

Is the patient covered by another group plan for the drug for which you are requesting authorization? ☐ No ☐ Yes

Are you receiving or have you applied for any financial assistance from another source (e.g. provincial or patient assistance program)? **If yes, please provide copy of response. If no, please provide reason** ______________________________

I **agree** that the statements included in this form will serve as a basis to review my own or my dependent's drug claim.

If the drug claim being reviewed is for my dependent, I **confirm** that I have the authorization to discuss the information about him or her with respect to the request.

On behalf of myself and my dependent, I **authorize** my physician or healthcare provider to disclose and exchange with Industrial Alliance Insurance and Financial Services Inc. (iA Financial Group) the information requested in this form regarding the drug for myself or my dependent. I **consent** to the release of the information contained in this claim form to iA Financial Group, its employees, agents, reinsurers, service providers and other organizations working with iA Financial Group for the purposes of the underwriting, administration and processing of this request.

If my Social Insurance Number is used as my identification number, I **authorize** its use for the administration of my group benefits.

I **agree** that a photocopy of this Confirmation/Authorization shall be as valid as the original.

Member's signature ______________________________ Date Y | M | D

Address ______________________________ Postal code

Daytime phone ______________ Extension ________ Member email ______________

PART 2 - TO BE COMPLETED BY PRESCRIBING PHYSICIAN

1. Drug name ______________________________ Dosage regimen ______________
2. Specify the medical condition warranting use of the aforementioned drug (diagnosis)
   ____
3. What is the expected duration of the treatment? ______________________________
4. Provide a brief overview of the patient's current clinical status including stage and degree of severity
   ____
5. Provide a list of all previous and current drug treatments and their results (include all treatment programs)
   ____
6. Will the drug be administered in a hospital? ☐ Yes ☐ No
7. Are any alternative drug treatments available? ______________________________
8. Is the patient enrolled in a clinical study for this drug? ☐ Yes ☐ No
   Has the patient ever been in a clinical study: ☐ Yes (drug name & study end date) ______________ ☐ No
9. **Please provide a copy of the current consultation report** (or if renewal request, the most recent report) and/or any additional information that supports the use of this drug for this patient.
   ____

Physician's first and last name (please print) ______________________________

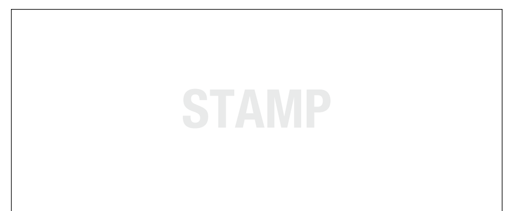
Address ______________________________ Postal code

Telephone ______________ Fax ______________

Physician's email ______________ License number ______________

☐ General practitioner ☐ Specialist ☐ Other, specify ______________

Signature ______________________________ Date Y | M | D



For internal use:

INSTRUCTIONS AND IMPORTANT INFORMATION

How to fill out the form

Step 1: Plan member / patient must complete Part 1
Step 2: Prescribing physician must complete Part 2

IMPORTANT INFORMATION

- Any fees for the completion of the enclosed form are the responsibility of the plan member/patient.
- Your claims assessment will be delayed if the enclosed form is incomplete or contains errors.
- The purpose of the enclosed form is to obtain information required to assess your claim for a drug on iA Financial Group's Prior Authorization list. The drug must meet the criteria for coverage under your plan. In Quebec, drugs on the RAMQ Exception Drug list must also meet the criteria for coverage under your plan.
- Completion and submission of this form does not guarantee approval. You will receive reimbursement for the prior authorization drug only if the request has been reviewed and approved by iA Financial Group.
- You will be notified whether the request has been approved or denied. You can expect to receive notification within 10 days of when your request is received.
- To verify the status of the claim, log in to My Client Space.

How to submit your form

By fax (according to your province of residence):

Quebec
1-855-884-9811

All other provinces
1-877-780-7247

By mail (according to your province of residence):

Quebec
Health and Dental Claims Department
PO Box 800, Station Maison de la poste
Montreal QC H3B 3K5

All other provinces
Health and Dental Claims Department
PO Box 4643, Station A
Toronto ON M5W 5E3

By Secure Messaging: Log in to the My Client Space website and click on the white envelope at the top of the screen.

If you have any questions, please contact Customer Service at 1-877-422-6487.

Business hours: Monday to Friday, 8 am to 8 pm (ET)

iA Financial Group is a business name and trademark of
Industrial Alliance Insurance and Financial Services Inc.