

Recalling and/or Resubmitting an Authorisation Request

Resubmitting a Declined Authorisation Request

1. When an Authorisation Request has been declined, you will receive both an email and a BloodSTAR in-system notification of the outcome of the assessment. To view the reasons for the declined request, either click on the link in the email to be taken directly to the message or, when logged into BloodSTAR, navigate to the *BloodSTAR Messages* tab and select the message to see further details. The reason that the request was declined will appear under *Notes on this decision*.

GATE, Gregory - Initial Authorisation Request Declined
07-Jul-2016

Request Reference: 1607N115

Your request for access to immunoglobulin supplied under the national blood arrangements for **Gregory GATE** has been declined. You may update and resubmit this request any time before 09-Jul-2016.

[View Request](#) ←

Patient	Gregory GATE - The Royal Adelaide Hospital
Notes on this decision	This request has been declined for the following reason(s): - The patient's condition does not appear to meet the qualifying criteria or the evidence does not support the selected criteria
Authoriser	Sylvester STARK
Assessment Date	07-Jul-2016

For information about access to immunoglobulin treatment through other means please refer to www.blood.gov.au/intravenous-ig.

2. To go in to the request, click *View Request* in the declined notification to be taken directly into the failed request. Another way to access the declined request is to navigate to the Medical Officer Homepage and then click *My Requests*. From there, locate the declined request and click *View*.


My Authorised Patients Pending Reviews **My Requests** ←

Reference: Request Type: Request Status:

Ref	Type	Patient	Medical Condition	Creation Date	Request Date	Authorisation	Status	
1607N115	Initial	GATE, Gregory	Primary immunodeficiency diseases (PID) with antibody deficiency	07-Jul-2016	07-Jul-2016		Declined	View ↓

- You will automatically be taken to the bottom of the request, where the reason it was declined will be displayed. To resubmit the declined request, click *Create a re-submission request*.

Step 4 - Submission


 This request was declined.

Assessment Notes This request has been declined for the following reason(s):


- The patient's condition does not appear to meet the qualifying criteria or the evidence does not support the selected criteria

Assessor Sylvester STARK

[Create a re-submission request](#)



- This will take you to a new Initial Authorisation Request, with a field labelled *Reason for Resubmission* at the top. In this field, enter the reason that the request is being resubmitted despite having already been rejected. **Entering this reason is mandatory.**

 This request is a resubmission of a declined request. [View original request](#)

Reason for Resubmission: *

Once a reason has been added, click *Save and Continue*.

- The details from the original Initial Authorisation Request will be pre-populated into the new request. Change all necessary details and submit the authorisation request as directed. Once all details are updated, check the box that confirms all details are accurate to the best of your knowledge and click *Submit*.

Step 4 - Submission

To assist with the assessment of this request please enter a contact name and phone number for an authoriser to contact you if needed.

Contact Name

Contact Phone


Your request is ready for submission. Please review the request details and click 'Submit' to submit your request

I acknowledge the governance and management arrangements for the appropriate supply and use of immunoglobulin products, funded under the national blood arrangements, and the provision of information required to support authorisation. To the best of my knowledge, the information provided in this form is true and correct.

I have explained to the patient (or parent/carer/guardian) and I believe that they are aware of and understand:

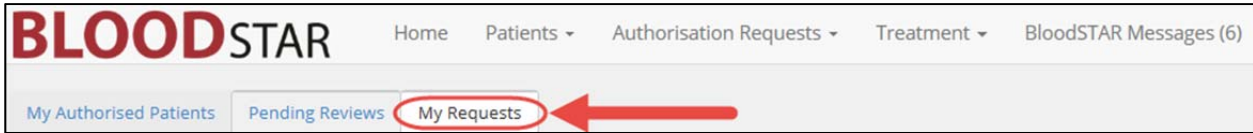
- the risks and benefits of treatment with immunoglobulin products and alternative treatments (where these exist),
- the national access conditions and governing requirements for the appropriate supply and use of immunoglobulin products
- under the national blood arrangements, including that immunoglobulin products may need to change from time to time
- (for patients requiring ongoing treatment only) the nature of ongoing monitoring and review and that access to product will cease if response to treatment does not demonstrate clinical benefit.

[Previous Step](#) [Submit](#)



Recalling and Resubmitting an Initial Authorisation Request

1. If the details of a submitted (and not yet approved) authorisation request need to be changed, **this is only possible if the request is not yet In Assessment by a Red Cross Authoriser**. To recall a request that has been submitted, go to the *My Requests* page from the Medical Officer homepage.



2. Locate the request and check the status. If the status is *Submitted*, you will be able to recall it. If the status is *In Assessment*, you are **no longer able to recall the request**. If the status is at *Submitted*, click *View*.

The screenshot shows the 'My Requests' page with search filters for Reference, Request Type, and Request Status. Below the filters is a table of requests. A red arrow points to the 'View' link for a request with status 'Submitted'.

Ref	Type	Patient	Medical Condition	Creation Date	Request Date	Authorisation	Status	
1607N073	Initial	CITIZEN, Shelly	Primary immunodeficiency diseases (PID) with antibody deficiency	05-Jul-2016	05-Jul-2016		Submitted	View
1607C010	Continuing	CITIZEN, Anna	Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT	05-Jul-2016	05-Jul-2016	QDY72825D	In Assessment	View

3. You will be automatically taken to the bottom of the submitted request. To recall the request for editing, click *Recall*.



4. The request will refresh with all fields available to be edited. Change any necessary details and, when satisfied with the changes made, check the box that confirms all details are accurate to the best of your knowledge and click *Submit* to resubmit the authorisation request for review.