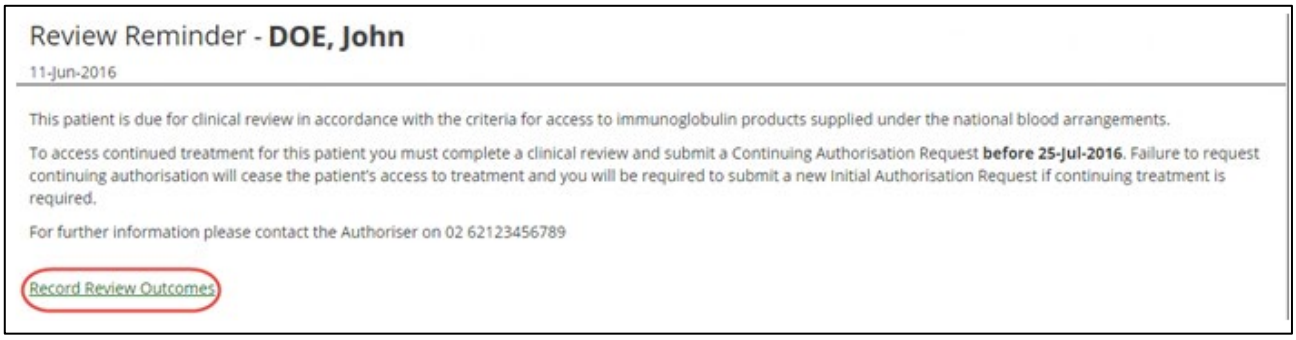
# Submitting Review Outcomes and Creating a Continuing Authorisation Request

Once an approved Immunoglobulin (Ig) Authorisation is nearing or has just exceeded its expiry date, BloodSTAR will notify Medical Officers involved with the authorisation and prompt them to submit review outcomes and will provide the option to submit a Continuing Authorisation Request.

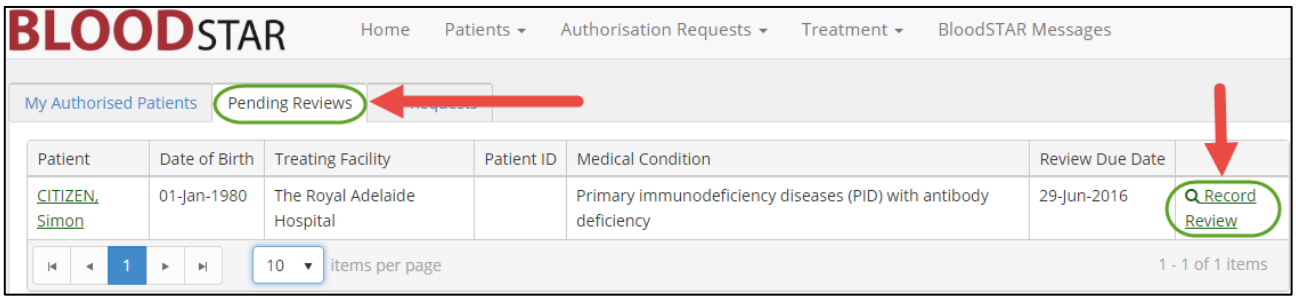
**Recording Review Outcomes**

There are two ways of recording patient review outcomes.

1. Option one: click on the link in your emailed notification and you will be automatically directed to the relevant BloodSTAR message in the *BloodSTAR Messages* tab. Within that relevant message, click the link *Record Review Outcomes* at the bottom.




Option two: once you are logged in as a Medical Officer select the *Pending Reviews* tab. This will display all authorisations that require review in the next 8 weeks or those that have expired in the last 8 weeks. Locate the patient you want to record a review for and click *Record Review*.




2. On the *Review Outcome Form*, confirm that all patient details are correct and, if necessary, change or update them by selecting *Edit Patient Details*.
3. Scroll down, enter the review date and nominate the Reviewing Medical Officer



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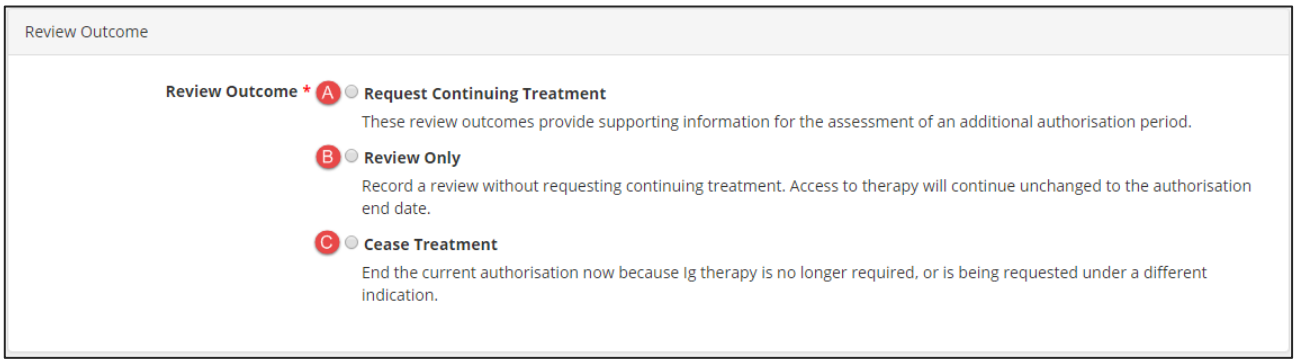
4. Under *Review Criteria*, select all applicable options for the *Qualifying Criteria* according to your patient's condition and fill in all relevant *Supporting Evidence* details. These options are dependent on the original diagnosis and, if selected, will create fields for you to enter more information about the patient.

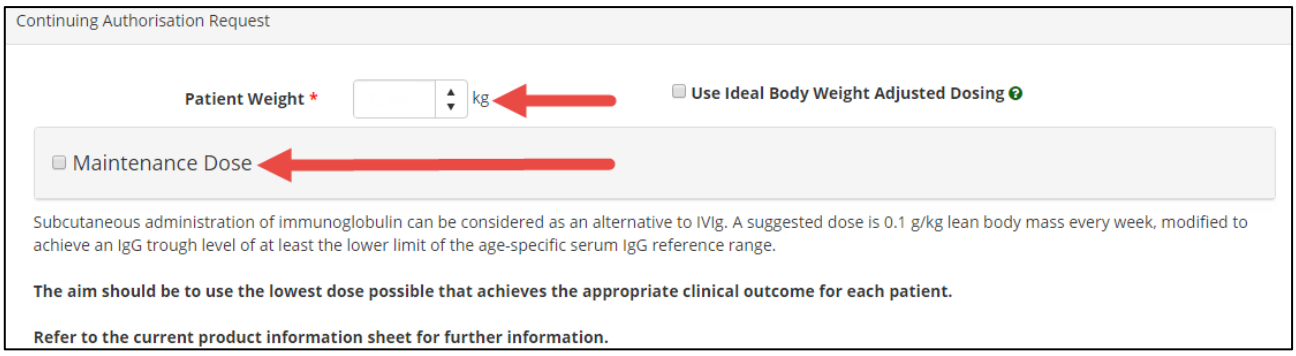
5. In *Review Outcome*, select the overall review outcome from the available options:




A. Option to request continuing treatment for the current Ig Authorisation.
B. Record a review/change on the authorisation without requesting continuing treatment.
C. If you elect to end the current authorisation you will be prompted to enter a Cessation Date if it is to end immediately. Enter the date if earlier than the current authorisation end date and click *Submit*.

**Creating a Continuing Authorisation Request**

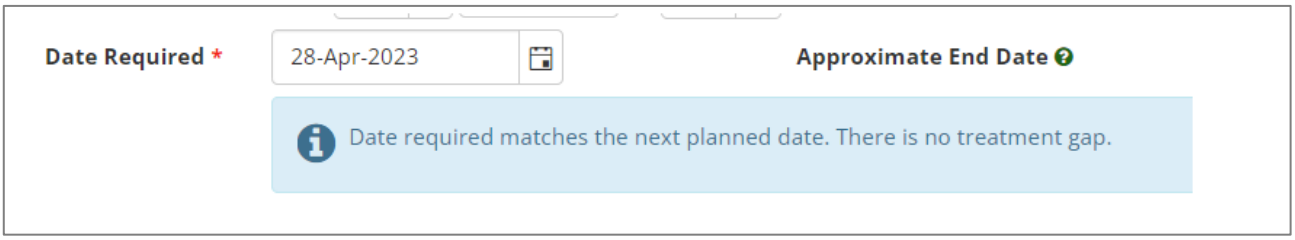
1. If you selected *Request Continuing Treatment* under *Review Outcomes*, a section labelled *Continuing Authorisation Request* will appear. Enter your patient's weight and the dosing regimen you would like to submit for authorisation.




2. Once these details are entered, click the checkbox next to the *Terms and Conditions* and click *Submit.*

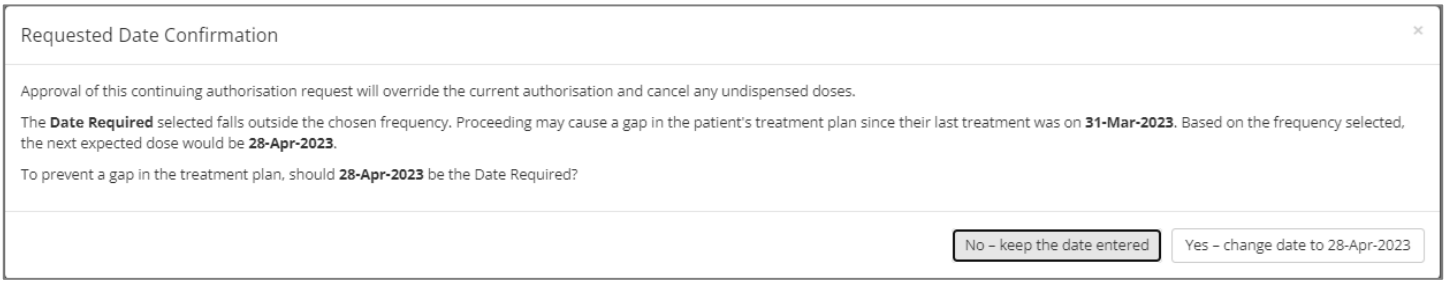
**Submitting a Continuing Authorisation Request when there is one or more planned doses remaining in the previous authorisation**

1. The system will prepopulate the date required to be the same as the next planned date and display a message saying "Date required matches the next planned date. There is no treatment gap."




**When requesting a Continuing Authorisation Request for the same dose type (IVIg to IVIg or SCIg to SCIg) and the date required is changed, creating a *treatment gap*.**

1. The system will display a pop-up message advising the date entered creates a treatment gap the system will suggest an alternative treatment date to avoid a gap in treatment. The suggested date is based on the frequency selected in the new request.




If you select "No – keep the date entered", the date you entered (e.g. 20 May 2023) will become the date of the first approved dose for this Continuing Authorisation Request. This may cause a gap in the treatment as specified in the pop-up

If you select "Yes – change date to [Insert date]", the date suggested by the system (e.g. 28 April 2023, in the example above) will be the date of the first dose for this Continuing Authorisation Request. This function is designed to reduce the number of unintentional gaps in a patient's treatment plan.