Manulife

Group Benefits
Drug Prior Authorization
Rybelsus (Semaglutide)

The purpose of this form is to obtain the medical information required to assess your request for a drug on the Prior Authorization list under your drug plan benefit coverage. To avoid delays in processing your request, please ensure that all information, including contact information is complete. Completion of this form is not a guarantee of approval. If you have already purchased the drug, please attach all original receipts along with an **Extended Health Care Claim** form. All costs incurred to complete this form are the plan member's responsibility. If you are registered for the Plan Member Secure Site and have provided an email address, you will receive an email notification when the prior authorization decision is available on your claims statement. If you are not registered on the Plan Member Secure Site, you will be notified of the prior authorization decision by mail.

Important: Please ensure the most current unaltered version of the form is completed and signed. To download the most recent version of the Drug Prior Authorization form go to www.manulife.ca

1 Plan member and patient information

To be completed by plan member

Plan contract number	**Plan member certificate number**	**Plan sponsor**

Plan member name (first, middle initial, last)	Date of birth (dd/mmm/yyyy)

Plan member address (number, street and apt.)	City or town	Province	Postal code

Patient name (first, middle initial, last)	Patient date of birth (dd/mmm/yyyy)	Relationship to plan member

Patient's preferred daytime phone number	Patient's email address (optional)
( )	

Does the patient have drug coverage under any other group plan? ◯ Yes ◯ No

If *yes,*

Name of insurance company	

Plan contract number	Plan member certificate number

Is this drug covered under the other group plan? ◯ Yes ◯ No

If *no,* why was the drug declined by the other group plan? Please attach the other group plan decline notice (typically a letter or statement). We need this decline notice to see if this drug can be approved.
If this is a renewal a **current** decline notice is required.

Did your plan sponsor recently transfer your drug benefits to Manulife? ◯ Yes ◯ No

Before joining Manulife, were you receiving coverage for this drug through your previous insurance company? ◯ Yes ◯ No

If *yes,*

Attach proof of payment (a copy of a pharmacy receipt showing payment from prior insurance company or an Explanation of Benefits from the prior insurance company). Proceed to section 7.

If *no* applies to any of the above two questions,

Proceed to section 2.

2 Provincial Plans

To be completed by prescribing physician

Most provinces offer some form of drug coverage to their residents. Your Manulife drug plan supplements the coverage provided by provincial plans. It is important that you or your doctor (if required) apply to the applicable provincial program to ensure there are no delays in your drug reimbursement.

Check with your doctor or login to the **Manulife Provincial Drug Plans Resource Centre** on our Plan Member Secure Site at www.manulife.ca/planmember to confirm if the drug you have been prescribed may be eligible for coverage under a provincial plan. If the drug you have been prescribed is listed under a provincial program, you will need to apply to the program before consideration can be given under your Manulife drug plan.

Has application been made to the provincial program for coverage? ◯ Yes ◯ No

If *no,* why?

Has the patient been approved for coverage by the provincial program for this drug? ◯ Yes ◯ No

If *no,* advise why the request was declined

In Ontario, for patients that qualify for coverage under the Exceptional Access Program (EAP), if the drug is an EAP drug, a copy of the approval or denial from EAP must be submitted with this form so Manulife can complete the assessment of this request.

3 Patient Assistance Programs

To be completed by plan member

Have you enrolled in the Patient Assistance Program? ◯ Yes ◯ No

If *yes,* please provide your Patient Assistance Program ID Number:

Case Manager name and contact details

4 Medical information

To be completed by prescribing physician

Drug strength and dosage

Where will the treatment be administered?

◯ Home ◯ MD Office ◯ Private Clinic ◯ Hospital/In-patient ◯ Hospital/Out-patient

Is the MD office located in a hospital? ◯ Yes ◯ No

Will the drug be administered in the MD office or in another area of the hospital? (describe below)

If the treatment is **not** being administered at home, please provide:

Name of private clinic/hospital			Telephone number
Address (number, street and apt.)	City or town	Province	Postal code

4 Medical information (continued)

To be completed by prescribing physician

Please select the diagnosis for which the drug has been prescribed and respond to the corresponding questions.

◯ Type 2 Diabetes Mellitus

◯ Initial Criteria

Does patient have a confirmed diagnosis of type 2 diabetes mellitus?	◯ Yes	◯ No
Was adequate glycemic control achieved with diet and exercise and maximal tolerated dose of metformin?	◯ Yes	◯ No
Does patient have documented intolerance or contraindication to metformin?	◯ Yes	◯ No
Will Rybelsus be used as monotherapy?	◯ Yes	◯ No
Will Rybelsus be used in combination with other medicinal products for the treatment of diabetes?	◯ Yes	◯ No
Will Rybelsus be used in combination with other GLP-1 analogs?	◯ Yes	◯ No
Will Rybelsus be used as an adjunct to diet and exercise?	◯ Yes	◯ No
Will the dose of Rybelsus exceed 14 mg once daily?	◯ Yes	◯ No

Note: Initial approval is limited to 12 months. Additional information is required after 12 months in order to assess for further coverage.

◯ Renewal Criteria

Is there documented objective evidence of continued benefit for the patient (i.e., patient has a decrease in HbA1c)?	◯ Yes	◯ No
Does patient have documented intolerance or contraindication to metformin?	◯ Yes	◯ No
Will Rybelsus be used as monotherapy?	◯ Yes	◯ No
Will Rybelsus be used in combination with other medicinal products for the treatment of diabetes?	◯ Yes	◯ No
Will Rybelsus be used in combination with other GLP-1 analogs?	◯ Yes	◯ No
Will the dose of Rybelsus exceed 14 mg once daily?	◯ Yes	◯ No

◯ Any other diagnosis

Please provide the specific diagnosis and any Canadian clinical research that supports the use of this drug in your patient's context.

5 Drug history

To be completed by prescribing physician

If no previous therapies have been tried for the selected diagnosis, please specify the rationale:

◯ Risk of drug interaction ◯ Patient has contraindication ◯ Other

Please provide medical rationale

For the selected diagnosis, please provide all previous and current drug therapies in the area below.

Drug name	Start date (yyyy/mmm)	End date (yyyy/mmm)

Please specify the outcome: ◯ Intolerance (Allergy/Adverse Event) ◯ Inadequate/Suboptimal Response

Will the patient be continuing on this medication in addition to new therapy? ◯ Yes ◯ No

Drug name	Start date (yyyy/mmm)	End date (yyyy/mmm)

Please specify the outcome: ◯ Intolerance (Allergy/Adverse Event) ◯ Inadequate/Suboptimal Response

Will the patient be continuing on this medication in addition to new therapy? ◯ Yes ◯ No

Drug name	Start date (yyyy/mmm)	End date (yyyy/mmm)

Please specify the outcome: ◯ Intolerance (Allergy/Adverse Event) ◯ Inadequate/Suboptimal Response

Will the patient be continuing on this medication in addition to new therapy? ◯ Yes ◯ No

6 Physician information

To be completed by prescribing physician

Prescribing physician's name		Specialty	
Address (number, street and suite)	City or town	Province	Postal code
Telephone number ( )	Extension	Fax number ( )	

Physician authorization

I certify that the information in this form is true and complete to the best of my knowledge. The information in this statement will be kept in a Group Benefits health file with Manulife and might be accessible by the patient or third parties to whom access has been granted or those authorized by law. By providing the information, I consent to such unedited release of any information contained herein.

Physician's signature	Date signed (dd/mmm/yyyy)

7 Authorization and Plan member signature

To be signed by plan member

I certify that I, my spouse and/or my dependents of minor or major age ("Dependents") require the drug named on this form (or an equivalent drug that Manulife proposes).

I authorize:

Manulife and/or its service providers, its reinsurers, and their service providers to collect, use, maintain and disclose my personal information related to this application ("Personal Information") for the purposes of:

- The assessment of the drug authorization request.
- Managing my Group Benefits plan.
- Assessing and processing claims.
- Auditing and investigation of claims.
- Patient assistance programs, if applicable.
- And/or other purposes identified in the Personal Information Statement for Employers' Group Benefits plans (collectively, the "Purposes").

Any person or organization who has Personal Information about me that is required for Manulife to assess this drug authorization request, including any medical and health care professionals, institution, pharmacy or any other medical or health care related facility, professional regulatory bodies, any employer, group plan administrator, insurer, investigative agency, and any other administrators of other benefits programs to collect, use, maintain, disclose and exchange this information with each other and with Manulife, its reinsurers and/or its service providers, for the Purposes.

7 Authorization and Plan member signature (continued)

To be signed by plan member

I understand:

- If my Manulife plan recommends purchasing a drug that requires prior authorization from a preferred pharmacy or provider, a case manager may contact me, my doctor and/or patient assistance program to arrange to have my prescription(s) transferred to the preferred pharmacy or provider.
- That except where there are contractual restrictions, Manulife employees, authorized organizations, service providers and reinsurers are located both within Canada and outside of Canada. Therefore, my Personal Information may be subject to interprovincial or cross-border transfers for the Purposes and may be subject to the laws of those jurisdictions.
- I may withdraw my consent for certain uses of my Personal Information, subject to legal and contractual restrictions. If I do so, Manulife may treat my withdrawal of consent as a request to dismiss, rescind or terminate my claim.

I agree:

- A photocopy or electronic version of this consent is valid.
- I have the right to access and verify my Personal Information maintained in Manulife's files and to request any factually inaccurate Personal Information be corrected, if appropriate.
- Requests can be sent to: Privacy Officer Manulife, P.O. Box 1602, Del Stn 500-4-A, Waterloo, Ontario N2J 4C6 or Canada_Privacy@manulife.ca.
- For more information, I can review the Personal Information Statement for Employers' Group Benefits Plans and the Canadian Privacy Policy.

I confirm that:

- The information I have given in this request is true and accurate.
- By signing, I give permission to and/or confirm that I have obtained the individual's consent for the collection, use,disclosure or otherwise processing of the individual's Personal Information for the Purposes (as these terms are defined above).

Plan member's signature	Date signed (dd/mmm/yyyy)

Protecting your personal information is important to us. People who can see your personal information are:

- Manulife employees who need to see your information to do their jobs.
- People you've given permission to.

To find out more about Manulife's privacy policy please see manulife.ca

8 Mailing instruction

Use the Submit a Claim Feature on the Plan Member Secure Site
OR mail or fax your completed form to the appropriate address:

If you live in Quebec:

Manulife Group Benefits Health Claims
Attention Prior Authorization Team
PO BOX 2580, STATION B
MONTREAL QC H3B 5C6

Fax: 1-855-752-0404

If you live outside Quebec:

Manulife Group Benefits Health Claims
Attention Prior Authorization Team
PO BOX 1653
WATERLOO ON N2J 4W1

Fax: 1-855-752-0404

Please retain a photocopy for your files.