

# 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](http://www.manulife.ca)**

<b>1 Plan member and patient information</b>  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/mm/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/mm/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? <input type="radio"/> Yes <input type="radio"/> No					
	If yes,					
	Name of insurance company					
	Plan contract number			Plan member certificate number		
	Is this drug covered under the other group plan? <input type="radio"/> Yes <input type="radio"/> No					
If <i>no</i> , 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 <b>current</b> decline notice is required.						
Did your plan sponsor recently transfer your drug benefits to Manulife? <input type="radio"/> Yes <input type="radio"/> No						
Before joining Manulife, were you receiving coverage for this drug through your previous insurance company? <input type="radio"/> Yes <input type="radio"/> 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 <i>no</i> applies to any of the above two questions, Proceed to section 2.						

<b>2 Provincial Plans</b>  To be completed by prescribing physician	<p>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.</p> <p>Check with your doctor or login to the <b>Manulife Provincial Drug Plans Resource Centre</b> on our Plan Member Secure Site at <a href="http://www.manulife.ca/planmember">www.manulife.ca/planmember</a> 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.</p> <p>Has application been made to the provincial program for coverage? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If <i>no</i>, why?</p> <p>Has the patient been approved for coverage by the provincial program for this drug? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If <i>no</i>, advise why the request was declined</p> <p><b>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.</b></p>								
<b>3 Patient Assistance Programs</b>  To be completed by plan member	<p>Have you enrolled in the Patient Assistance Program? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please provide your Patient Assistance Program ID Number:</p> <p>Case Manager name and contact details</p>								
<b>4 Medical information</b>  To be completed by prescribing physician	<p>Drug strength and dosage</p> <p>Where will the treatment be administered?  <input type="radio"/> Home    <input type="radio"/> MD Office    <input type="radio"/> Private Clinic    <input type="radio"/> Hospital/In-patient    <input type="radio"/> Hospital/Out-patient       </p> <p>Is the MD office located in a hospital? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Will the drug be administered in the MD office or in another area of the hospital? (describe below)</p> <p>If the treatment is <b>not</b> being administered at home, please provide:</p> <table border="1"> <tr> <td colspan="3">Name of private clinic/hospital</td> <td>Telephone number</td> </tr> <tr> <td>Address (number, street and apt.)</td> <td>City or town</td> <td>Province</td> <td>Postal code</td> </tr> </table>	Name of private clinic/hospital			Telephone number	Address (number, street and apt.)	City or town	Province	Postal code
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**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.

<b>5 Drug history</b>  To be completed by prescribing physician	<p>If no previous therapies have been tried for the selected diagnosis, please specify the rationale:  <input type="radio"/> Risk of drug interaction    <input type="radio"/> Patient has contraindication    <input type="radio"/> Other</p> <p>Please provide medical rationale</p>   <p>For the selected diagnosis, please provide all previous and current drug therapies in the area below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;">Drug name</td> <td style="width: 15%;">Start date (yyyy/mm)</td> <td style="width: 20%;">End date (yyyy/mm)</td> </tr> <tr> <td colspan="3">           Please specify the outcome:    <input type="radio"/> Intolerance (Allergy/Adverse Event)    <input type="radio"/> Inadequate/Suboptimal Response            Will the patient be continuing on this medication in addition to new therapy?                      <input type="radio"/> Yes    <input type="radio"/> No         </td> </tr> <tr> <td>Drug name</td> <td>Start date (yyyy/mm)</td> <td>End date (yyyy/mm)</td> </tr> <tr> <td colspan="3">           Please specify the outcome:    <input type="radio"/> Intolerance (Allergy/Adverse Event)    <input type="radio"/> Inadequate/Suboptimal Response            Will the patient be continuing on this medication in addition to new therapy?                      <input type="radio"/> Yes    <input type="radio"/> No         </td> </tr> <tr> <td>Drug name</td> <td>Start date (yyyy/mm)</td> <td>End date (yyyy/mm)</td> </tr> <tr> <td colspan="3">           Please specify the outcome:    <input type="radio"/> Intolerance (Allergy/Adverse Event)    <input type="radio"/> Inadequate/Suboptimal Response            Will the patient be continuing on this medication in addition to new therapy?                      <input type="radio"/> Yes    <input type="radio"/> No         </td> </tr> </table>	Drug name	Start date (yyyy/mm)	End date (yyyy/mm)	Please specify the outcome: <input type="radio"/> Intolerance (Allergy/Adverse Event) <input type="radio"/> Inadequate/Suboptimal Response Will the patient be continuing on this medication in addition to new therapy? <input type="radio"/> Yes <input type="radio"/> No			Drug name	Start date (yyyy/mm)	End date (yyyy/mm)	Please specify the outcome: <input type="radio"/> Intolerance (Allergy/Adverse Event) <input type="radio"/> Inadequate/Suboptimal Response Will the patient be continuing on this medication in addition to new therapy? <input type="radio"/> Yes <input type="radio"/> No			Drug name	Start date (yyyy/mm)	End date (yyyy/mm)	Please specify the outcome: <input type="radio"/> Intolerance (Allergy/Adverse Event) <input type="radio"/> Inadequate/Suboptimal Response Will the patient be continuing on this medication in addition to new therapy? <input type="radio"/> Yes <input type="radio"/> No		
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<b>6 Physician information</b>  To be completed by prescribing physician	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Prescribing physician's name</td> <td colspan="2">Specialty</td> </tr> <tr> <td>Address (number, street and suite)</td> <td>City or town</td> <td>Province</td> <td>Postal code</td> </tr> <tr> <td>Telephone number</td> <td>Extension</td> <td colspan="2">Fax number</td> </tr> </table>	Prescribing physician's name		Specialty		Address (number, street and suite)	City or town	Province	Postal code	Telephone number	Extension	Fax number							
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<b>Physician authorization</b>	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Physician's signature</td> <td style="width: 20%;">Date signed (dd/mm/yyyy)</td> </tr> </table>	Physician's signature	Date signed (dd/mm/yyyy)																
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<b>7 Authorization and Plan member signature</b>  To be signed by plan member	<p><b><u>I certify</u></b> 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).</p> <p><b><u>I authorize:</u></b>          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:</p> <ul style="list-style-type: none"> <li>The assessment of the drug authorization request.</li> <li>Managing my Group Benefits plan.</li> <li>Assessing and processing claims.</li> <li>Auditing and investigation of claims.</li> <li>Patient assistance programs, if applicable.</li> <li>And/or other purposes identified in the Personal Information Statement for Employers' Group Benefits plans (collectively, the "Purposes").</li> </ul> <p>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.</p>																		

## 7 Authorization and Plan member signature (continued)

To be signed by plan member

### **I understand:**

- One of Manulife's approved pharmacy partners may engage me in the capacity of case management to provide support as part of this program. I acknowledge that participation in this program is entirely voluntary. My decision to participate will not have any impact on the assessment of my claim.
- 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](mailto: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/mm/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](http://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.