



Australian Government

Department of Health, Disability and Ageing

**MEDICAL TREATMENT OVERSEAS PROGRAM
GENERAL APPLICATION FORM**

Applications should be made according to the requirements set out in *Medical Treatment Overseas Program: Guidelines for Applicants and their Australian Treating Specialists*.

Applications for Proton Beam Therapy (PBT) should not be made on this form. Please use the specific PBT application form.

Required information for the Australian Treating Specialist (ATS) to include

All applications **must** be signed and supported by the applicant's Australian treating specialist (ATS).

The ATS should note applications are subjected to peer review by relevant specialist college/s and Department of Health, Disability and Ageing medical officer panel. The ATS responses to the four MTOP criteria and supporting information will be used by these peer review panels to provide advice to the MTOP decision maker on whether the MTOP criteria have been met. When completing the application an ATS should ensure that there is sufficient clinical information to inform a detailed understanding of the patient situation, much like the requirements for any other multidisciplinary peer review or case conferencing.

Applications must include all relevant clinical documentation to evidence the facts stated in the application.

The information provided should conform to medicolegal and professional standards and is expected to be equivalent to what the ATS would provide if presenting their patient to a meeting of peers.

At a minimum, this should include:

- **Overseas referral:** referral letter/email to the overseas specialist or treatment centre
- **Overseas acceptance:** acceptance letter/email from the overseas treating specialist or treatment centre
- **Treatment plan:** detailed treatment plan from overseas facility
- **Medical history:** information on how and when the patient presented and treatment to date (this may be incorporated into the referral letter to the overseas facility)
- **Reports:** relevant reports demonstrating the diagnosis and current status, including:
 - operative reports
 - pathology reports
 - imaging reports

- **Images:** PDF copies of 3-4 representative images from each provided imaging report (in full colour where relevant)
- **MDT outcomes:** minutes or summary from any multidisciplinary team meeting or chart round relating to the recommended treatment pathway
- **Evidence:** references to supporting literature should be contained in the responses to the medical eligibility criteria (criteria A to D) but full copies of journal articles are not required

Applications submitted without evidence or missing clinically relevant documentation cannot proceed to the peer review process until this information is obtained.

Additional information for ATS consideration

In preparing an MTOP application, the ATS should consider:

- **Medications:** any that may require a transiting permit
- **Medical devices:** supplemental oxygen/needles/syringes/feeding pumps/CPAP etc that may be required during transit
- **Fitness to fly:** the patient and the ATS are responsible for ensuring fitness to fly, including liaising directly with the airline to ensure their requirements are met

These do not have to be arranged prior to submitting an application, nor is this information considered as part of the MTOP assessment process. However, the ATS is asked to consider these issues at the time of application to ensure that if an application is supported appropriate travel arrangements can be made.

Please submit the completed application form and supporting documentation by email to MTOP@health.gov.au.

Part 1: Applicant's details

<p>Applicant</p> <p>Family name:</p> <p>Given name:</p> <p>Medicare number:</p> <p>Address:</p> <p>Phone number/s:</p> <p>Email:</p> <p>If patient is under 18 years of age:</p> <p>Parent 1 full name:</p> <p>Parent 2 full name:</p>
<p>Carer</p> <p>Name of carer to accompany applicant overseas:</p> <p>Relationship to applicant:</p> <p>Address:</p> <p>Phone number/s:</p>
<p>Other sources of funds</p> <p>Have any other funds been received (or are likely to be received) to assist with the cost of the applicant's medical treatment and/or associated expenses? This may include funds from compensation schemes, private health insurance, public donations or charitable organisations.</p> <p>Yes/No (please circle)</p> <p>If yes, source of funding:</p>
<p>Nominated representative</p> <p>Would the applicant like to nominate another person to receive information relating to their application or participation in the MTOP? (For example, spouse, social worker, other family members)</p> <p>Yes/No (please circle)</p> <p>If yes:</p> <p>Name:</p> <p>Relationship to applicant:</p>

Part 2: Privacy Notice

The Australian Department of Health, Disability and Ageing is collecting personal information about you for the purpose of determining your eligibility for financial assistance under the Medical Treatment Overseas Program (MTO) and for administering the MTO, including the amount of financial support provided to you if your application is successful. This involves collecting personal information about you from Services Australia for the purpose of determining your eligibility for Medicare benefits and, if necessary, collecting personal information about you from your referring Australian treating specialist and your proposed overseas treating specialist.

The Department of Health, Disability and Ageing can be contacted by telephone on (02) 6289 1555 or free call 1800 020 103 or by using the online enquiries form at [Department of Health, Disability and Ageing's website](#).

If you do not provide all the personal information required, the Department may not be able to determine your eligibility for financial assistance or provide you with financial support if your application is successful.

The Department may disclose your personal information to:

- your Nominated Representative (if applicable)
- Services Australia (for example, to confirm Medicare eligibility)
- your referring Australian treating specialist
- your proposed overseas treating specialist/s and administration staff of the facility.

Additionally, if your case is the subject of a media report or inquiry, the Department or the Minister may respond, including publicly, to correct or to confirm the content of the report or inquiry. Such a response may involve disclosure of personal information about you.

The Department may also disclose de-identified information relating to your medical condition to medical expert groups. You may be identifiable, however, if your medical condition is rare.

The Department has an [APP privacy policy](#) which you can read on the [Department of Health, Disability and Ageing's website](#). You can also obtain a copy of the APP privacy policy by contacting the Department using the contact details set out above. The APP privacy policy contains information about:

- how you may access the personal information the Department holds about you and how you can seek correction of it; and
- how you may complain about a breach of the Australian Privacy Principles.

The Department may disclose some of your personal information to overseas recipients (such as the proposed treatment facility where you will receive medical treatment).

CONSENT TO COLLECTION OF SENSITIVE INFORMATION AND APPLICANT DECLARATION

1. I consent to the Department of Health, Disability and Ageing collecting confidential health information about me for the purpose indicated above.
2. I hereby state that all information provided in this application is true and correct to the best of my knowledge. I have read and understood the *Financial Assistance to Australian Residents Requiring Medical Treatment Overseas Guidelines for Applicants (Guidelines)*

Applicant's/Parent's/Guardian's signature

Date

Full name of person signing (in block letters)

Nominated carer's signature (if different to above)

Date

Full name of person signing (in block letters)

Parts 3 and 4 must be completed by the Australian treating specialist

Part 3: Diagnosis/treatment

<p>Applicant's treating specialist in Australia</p>	<p>Name: Address: Preferred phone number: Alternate phone number: Email: <input type="checkbox"/> Please tick if you do NOT want your email/phone details shared with MTOP applicant</p>
<p>Alternative contact for Australian treating team (in case of leave, absence etc)</p>	<p>Name: Phone number: Email: <input type="checkbox"/> Please tick if you do NOT want your email/phone details shared with MTOP applicant</p>
<p>Applicant's diagnosis</p>	<p>Diagnosis:</p>
<p>Applicant's treatment</p>	<p>Proposed treatment overseas:</p>
<p>Proposed overseas treating specialist and facility</p>	<p>Name of overseas specialist: Phone number: Email: Treatment centre/facility: <i>Please attach:</i></p> <ul style="list-style-type: none"> • <i>letter/email from ATS to proposed overseas specialist/facility referring the applicant</i> • <i>patient medical history documentation as provided to the proposed overseas specialist/facility</i>

<p>Medical attendant</p>	<p>Is there are requirement for a medical attendant or support worker to accompany the patient overseas?</p> <p>Yes/No (please circle)</p> <p>If yes, is there a requirement for the medical attendant or support worker to stay with the patient for the duration of the patient's while overseas receiving treatment overseas?</p> <p>Yes/No (please circle)</p> <p><i>If yes to either of the above, please attach a letter/email to this application which indicates:</i></p> <ul style="list-style-type: none"> • <i>why an attendant is required to support the applicant</i> • <i>the type of support required</i> • <i>the duration the support is required, and</i> • <i>the details of clinical qualifications and/or skills the attendant must have to support the applicant.</i>
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Part 4: Medical Eligibility Criteria

An explanation of the medical eligibility criteria is set out in the Guidelines. Referring Australian treating specialists should refer to the Guidelines when completing this section of the application form to ensure that all relevant information is provided in support of their patient.

Criterion A: The proposed overseas treatment or an effective alternative treatment must not be available in Australia in time to benefit the applicant.

Please advise of the efforts made to confirm that neither the proposed treatment, nor an effective alternative treatment, is available in Australia.

It must be demonstrated that the proposed treatment will provide a significant improvement in the health outcome compared to any treatment available in Australia.

Criterion B: The treatment must be significantly life extending and potentially curative for the condition that is being treated.

The application must contain evidence to indicate that:

- The applicant's condition is life-threatening and
- The treatment is significantly life-extending for any patient with the condition and
- The treatment is potentially curative for any patient with the condition

Criterion C: There must be a real prospect of success for the applicant.

Evidence must be provided to demonstrate that the treatment has a strong probability of success *for the individual patient*. This includes information regarding the stage of the applicant's medical condition, the results of any prior treatment and any co-morbidities.

Information about the patient's prognosis without the proposed overseas treatment, with alternative treatments available in Australia (if any), and with the proposed overseas treatment should also be provided.

Criterion D: The treatment must be accepted by the Australian medical profession as a standard form of treatment for the applicant's condition.

Evidence must be provided that the treatment is accepted by the Australian medical profession as a standard form of treatment in the patient's specific circumstances. This could include position statements or clinical guidelines published by relevant Australian medical expert groups.

Australian treating specialist name:

Australian treating specialist signature:

Date:

APPLICATION CHECKLIST

The following information is required for the medical assessment:

- Detailed treatment plan from overseas facility
- Supporting medical documentation including:
 - referral letter/email to the overseas specialist or treatment centre and acceptance letter/email from the overseas treating specialist or treatment centre
 - relevant medical history
 - relevant reports demonstrating the diagnosis and current status, including:
 - relevant operative reports
 - relevant pathology reports
 - relevant imaging reports
 - PDF copies of 3-4 representative images from each provided imaging report (in full colour where relevant)
 - outcomes from any multidisciplinary team meeting or chart round relating to the recommended treatment pathway
 - references to supporting literature should be contained in the responses to the medical eligibility criteria (criteria A to D) but full copies of journal articles are not required
- Page 5 - Applicant must sign the Consent, Application and Declaration form
- Part 3 - Australian treating specialist must complete this section
- Part 4 - Australian treating specialist must complete this section
- Page 12 - Australian treating specialist must sign application

Medical assessment of the application CAN NOT commence until all medical information has been submitted to MTOP.

The following documents are required for administrative purposes. Medical assessment of the application can commence without these documents:

- Copy of Medicare Card
- Copy of Birth certificate
- Copy of Passport
- Evidence of permanent residency (for non-Australian citizens)
- Itemised quote from overseas facility