



Cynllun Cynorthwyo Gwaed
Heintiedig Cymru

Wales Infected Blood
Support Scheme

FORM F APPLICATION AND GUIDANCE NOTES

APPLICATION TO RECEIVE STAGE 2 ADVANCED
HEPATITIS C PAYMENTS WHERE BENEFICIARY IS
DECEASED

GUIDANCE NOTES FOR APPLICANT

This form is for the **Estate** of a deceased beneficiary who was already a member of the Wales Infected Blood Support Scheme and had previously received Chronic Hepatitis C payments.

This form allows the **Estate** of the deceased beneficiary to apply for the Advanced Hepatitis C lump sum payment that is available via the scheme.

To be eligible to receive this payment, the deceased beneficiary must have had a Chronic Hepatitis C infection and had developed either:

- Cirrhosis
- Primary liver cancer
- B-cell non-Hodgkin's lymphoma, or
- Has received a liver transplant, or is on the waiting list to receive one

If the circumstances differ to the above, please contact the Wales Infected Blood Support Scheme for guidance.

All other forms are on our website: www.WIBSS.nhs.uk

HOW TO APPLY

This form must be completed by a person who is an Executor of the Estate of the deceased person, on behalf of all of the Executors where there is more than one. That person must first complete all parts in Section 1 of this form. The form should then be passed in its entirety to a medical professional, who will complete the remaining sections. The medical professional must then send the completed form directly to the Wales Infected Blood Support Scheme.

Generally, the medical professional should be the principal clinician who treated the deceased person. This will probably be the clinician who treated them for Hepatitis C, but in the case of a deceased person who had bleeding disorders (such as haemophilia), it may be a haematologist.

If you have any records to support this application, please pass copies of them to the medical professional who will be completing the remainder of the form.

SUPPORTING DOCUMENTS REQUIRED

Please provide a copy of the Death Certificate for the deceased beneficiary. Once the application has been received from the medical professional, the Wales Infected Blood Support Scheme will contact you to obtain copies of other relevant documentation (for example, the deceased person's will, a copy of Confirmation from the court, etc, as appropriate).

WHAT HAPPENS NEXT

When the medical professional has completed the form, they must send it along with copies of all relevant records direct to the Wales Infected Blood Support Scheme. Provided that the information supplied confirms the estate is eligible to receive payment, then a letter will be sent from the scheme to confirm this.

HELP WITH THIS FORM

If you require any assistance in completing this form, please contact the Wales Infected Blood Support Scheme on **02920 902280**

Please note; if your application is accepted, any payment due will be backdated to the date that your application was received by WIBSS.

Completed forms should be sent to:

**Wales Infected Blood Support Scheme
Velindre Cancer Centre
Velindre Road
Whitchurch
Cardiff
CF14 2TL**

SECTION 1(A) DATA PROTECTION AND APPLICANT'S DECLARATION

Please tick to confirm:

I understand that data I provide may be shared with NHS service providers and Counter Fraud Services to ensure accurate and timely payment and for the purposes or prevention, detection and investigation of crime.

DECLARATION BY APPLICANT

I agree that the information I give on this form is complete and correct.

I agree to repay any money I receive to which it is found that I am no longer entitled.

I understand if I knowingly give wrong or incomplete information I may be prosecuted.

I confirm that I am the sole Executor of the estate of the deceased person this application relates to, or I am making this application on behalf of all the appointed Executors of the estate.

I agree to NHS Wales obtaining any data held on the deceased person this applications relates to from the Skipton Fund or the Caxton Foundation for the purposes of providing me with financial support.

I understand that NHS Wales may require to access data held on the deceased person by other public bodies and/or make any additional enquiries with other public bodies that may be necessary in order to reach a decision regarding this application

Signature of Applicant_____

Date_____

Print Name_____

HOW WE USE YOUR INFORMATION

The personal information that you provide on this form will only be used by Velindre NHS Trust for the purposes of checking your eligibility for a payment and to administer your application. By submitting this form to a medical professional, you consent to your medical details requested in Sections 2 to 5 inclusive being supplied to Velindre NHS Trust for the purpose of administering your application.

In the event of a dispute as to your eligibility for payment, your information may be disclosed to the Appeals Panel. If your application is deemed to be ineligible, Velindre NHS Trust may keep your application form on file so that we have a full historical record in the event that you lodge an appeal or if you reapply for a payment at a later stage, in any event information we hold about you will be held for the purpose we collected it and kept for at least six years.

Your information will be held in the strictest confidence and will be kept securely, in accordance with the Data Protection Legislation, and will not be shared with any other organisation. Velindre NHS Trust are a Data Controller under the Legislation in respect of the personal information which we collect about you. We have notified the Information Commissioner of our data processing activities and our registration number is Z5021900.

If you have any questions regarding the use of your information or have any concerns with how your information is being processed, or wish to obtain a copy of information held by us about you, please contact us by writing to Velindre Cancer Centre, Velindre Road, Whitchurch, Cardiff, CF14 2TL. For further information on how we use your information, please see the Privacy Policy available on our website.

SECTION 1(B) APPLICATION DETAILS

Title

First Name

Middle Name(s)

Surname

Previous Names

Date of Birth

Address

Postcode

Home Telephone Number

Mobile Telephone Number

SECTION 1(C) DECEASED PERSON'S DETAILS

Title

First Name

Middle Name(s)

Surname

Previous Names

Date of Birth

Date of Death

Address
(Main residence at
date of death)

Postcode

Home Telephone Number

Mobile Telephone Number

SECTION 1(D) DECEASED PERSON'S ESTATE

Did the deceased person leave a will?

Yes No

Has Confirmation been requested for the deceased person's estate?

Yes No

If 'Yes', has Confirmation been granted?

Yes No

Is there anyone else who might apply to the scheme for a payment in respect of the deceased person?

Yes No

If 'Yes', please provide their details:

Title

First Name

Middle Name(s)

Surname

Previous Names

Date of Birth

Address

Postcode

PRIVATE AND CONFIDENTIAL

Home Telephone Number

Mobile Telephone Number

What was their relationship to the deceased person?

SECTION 1(E) ADDITIONAL INFORMATION

If you have any additional information you would like to provide, please add it here:

Once you have completed all parts of Section 1, please pass the form to a medical professional to complete the remainder of the form. If you have any evidence to support your application, please also pass this on to the medical professional. The medical professional will then send everything on to The Wales Infected Blood Support Scheme once completed.

THE FOLLOWING SECTIONS MUST BE COMPLETED BY A MEDICAL PROFESSIONAL

GUIDANCE NOTES FOR MEDICAL PROFESSIONAL

Thank you for your help with this application. In most cases this form will concern a deceased person who is known to you and who had been infected with Hepatitis C.

This form allows the **Estate** of a deceased person who was receiving **stage 1 Chronic Hepatitis C** payments from the Wales Infected Blood Support Scheme, to apply for an **stage 2 Advanced Hepatitis C payment**.

To be eligible to receive this payment, the deceased person must have had a Chronic Hepatitis C infection and had developed either:

- Cirrhosis
- Primary liver cancer
- B-cell non-Hodgkin's lymphoma, or
- Had received a liver transplant, or was on the waiting list to receive one

If the deceased person's circumstances meet the above criteria, you should complete Sections 2-8 of this form, If there are questions in this form relating to the deceased person that you cannot answer, please consult other medical professionals who have treated the deceased person and who would be able to provide the information.

When complete, please return this form along with all relevant documents direct to the following address:

Wales Infected Blood Support Scheme
Velindre Cancer Centre
Velindre Road
Whitchurch
Cardiff
CF14 2TL

ADDITIONAL NOTES ON THE LAYOUT AND COMPLETION OF SECTION 3-8

Section 3	This section asks whether the applicant has undergone liver transplantation, is currently awaiting a transplant, or has developed primary liver cancer.
Section 4	If any of these circumstances pertain, Sections 4-8 do not need to be completed. This section seeks information of liver histology, where available. Where histological proof of cirrhosis is available, Sections 3 and 5-8 do not need to be completed.
Section 5	This section asks whether the applicant has develop B-cell non-Hodgkin’s lymphoma. If this is the case, Sections 3-4 and 6-8 do not need to be completed.
Section 6	<p>This section should be completed for applicants for whom a liver biopsy has never been performed, or without recent liver histology. It asks for the calculation of two simple indices, based upon readily available laboratory tests, which have been used to predict cirrhosis. The chosen indices require recent and repeatable measurements (two samples not less than three months apart) of the two liver enzymes, aspartate aminotransferase (AST) and alanine aminotransferase (ALT), and the platelet count. Further details of these indices are shown on the next page.</p> <p>With regards to the payment for Advanced Hepatitis C, an APRI ≥ 2.0 together with an AST/ALT ≥ 1.0 will be accepted as presumptive evidence for cirrhosis provided there are no factors other than fibrosis which are potentially affecting the AST, ALT and platelet readings. Where both these indices are at or above these cut-offs, and there are no other factors other than fibrosis which may be affecting the AST, ALT and platelet readings, then Sections 7-8 do not need to be completed.</p>
Section 7	This section should be completed for an applicant whose application depends on establishing a diagnosis of cirrhosis and for whom a liver biopsy has not been performed (or has not been performed recently), and where the simple indices used in Section 6 do not predict cirrhosis, or there are other factors other than fibrosis influencing these readings. The purpose of this section is to record any other information already available that may assist the Scheme in determining whether cirrhosis is probable. This may include transient elastography (e.g. FibroScan®) results.
Section 8	This section must be completed in respect of an applicant who is relying upon information supplied in Section 7 to support the application. It seeks an overall clinical opinion as to whether or not cirrhosis is probable.

INDICES

i. Aspartate aminotransferase to platelet ratio index (APRI)[†]

This index has been developed to amplify the opposing effects of liver fibrosis on the level of aspartate aminotransferase and the platelet count.

$$APRI = \frac{(AST/ULN) \times 100}{Platelets (10^9)/L}$$

Where AST is in IU/L and ULN is in the upper limit of normal

For example, where a patient has a platelet count of 120 x 10⁹ and an AST level of 90 (ULN = 45), the APRI is calculated as:

$$APRI = \frac{(90/45) \times 100}{120} = \frac{2 \times 100}{120}$$

[†]Wai C-T, Greenson JK, Fontana RJ, Lalbfleisch JD, Marrero JA, Conjeevaram HS, Lok AS-F. A simple noninvasive index can predict both significant fibrosis and cirrhosis with chronic hepatitis C. *Hepatology* 2003; 38: 518-526

ii. Aspartate aminotransferase-alanine aminotransferase (AST/ALT) ratio index [‡]

This index is based upon the observation that, as chronic liver disease progresses, AST levels increase more than ALT levels.

$$Ratio = \frac{AST}{ALT}$$

Where AST and ALT are measured in IU/L

[‡]Giannini E, Risso D, Botta F, Choarbonello B et al. Validity and clinical utility of the aspartate aminotransferase-alanine aminotransferase ratio in assessing disease severity and prognosis in patients with hepatitis C virus related to chronic liver disease. *Arch Intern Med.* 2003; 163(2): 218-24.

SECTION 2(A) MEDICAL PROFESSIONAL'S DECLARATION

I understand that data I provide may be shared with NHS Counter Fraud Services to ensure accurate payment and for the purposes of prevention, detection and investigation of crime.

DECLARATION BY MEDICAL PROFESSIONAL

I agree that the information I give in Sections 2-8 of this form is complete and correct.

I understand that if I knowingly give or endorse wrong or incomplete information this may result in disciplinary action and I may be prosecuted.

Signature of Medical Professional _____

Date _____

Print Name _____

SECTION 2(B) MEDICAL PROFESSIONAL'S DECLARATION

Registered Medical Practitioner's
GMC registration number

In what capacity have you
completed this form?
(E.g. GP, consultant, etc.)

How long have you known the person in respect of whom you have completed this form?

Years

Months

Your Details

Title

First Name

Middle Name(s)

Surname

Hospital/Surgery
Address

Postcode

Telephone Number

Email Address

If you consulted any other medical professional(s) to help you complete this form, please provide their details below:

SECTION 3 LIVER TRANSPORTATION AND LIVER CANCER

Was the deceased person on the waiting list for a transplant?

Yes No

Had the deceased person undergone a liver transplantation?

Yes No

If 'Yes', what was the date of the transplantation?

Had the deceased person developed primary liver cancer?

Yes No

If 'Yes', give supporting evidence in the space below:

If the deceased person had undergone a liver transplantation, is on the waiting list for a transplant, or has developed primary liver cancer, there is no need to complete Sections 4-8.

SECTION 4 LIVER HISTOLOGY

Where a liver biopsy has already been undertaken as part of the deceased person's clinical management, please give the following details.

Date of Biopsy:

Details of histology report and diagnosis reached:

If there was histological evidence of cirrhosis, there is no need to complete Sections 5-8.

SECTION 5 B-CELL NON-HODGKIN'S LYMPHOMA

Had the deceased person developed B-cell non-Hodgkin's lymphoma?

Yes No

If 'Yes', please give supporting evidence in the space below:

If the deceased person had developed B-cell non-Hodgkin's lymphoma, there is no need to complete Sections 6-8.

SECTION 6 SIMPLE INDICES PREDICTIVE CIRRHOSIS

This section is to be completed for a deceased person for whom a liver biopsy had not been performed, or without recent liver histology. The chosen indices require recent and repeatable measurements (two samples not less than three months apart) of the two liver enzymes, aspartate aminotransferase (AST) and alanine aminotransferase (ALT), and also the platelet count.

(Note: if there are factors which could potentially affect the AST, ALT or platelet levels, other than fibrosis, please indicate what these might be in Section 7. If the influencing factor is more recent, for instance because the deceased person was undergoing antiviral therapy, then please use blood results taken before or after the course of treatment and/or complete Sections 7 and 8).

	First Test Result	Second Test Result	Upper Limit of Normal(ULN)
Date Test Performed			
AST (IU/L)			
ALT (IU/L)			
Platelets x 10⁹/L			

CALCULATED INDICES

	First Measurement	Second Measurements
APRI		
AST/ALT Ratio		

For further guidance on these indices, see page 6 of this form. With regards to the payment for Advanced Hepatitis C, an APRI ≥ 2.0 together with an AST/ALT ≥ 1.0 will be accepted as presumptive evidence for cirrhosis.

If both of these indices are at or above the specified cut-off values, there is no need to complete Sections 7-8.

If these indices give discordant results, or both are below the specified cut-off values, please complete Sections 7 and 8.

SECTION 7 OTHER INFORMATION

(Note: Any signs of portal hypertension and/or evidence of episodes of hepatic decompensation should be mentioned in this section).

(I) CLINICAL STATUS

Clinical status and findings on physical examination:

**(II) OTHER BIOCHEMICAL AND HAEMATOLOGICAL TESTS
(WHERE AVAILABLE)**

Date of Test:

	Results	Normal Range	
Bilirubin			umol/litre
Albumin			g/l
Globulin			g/l
Alkaline phosphatase			IU/L
Alpha-fetoprotein			IU/ml
Prothrombin time			Secs
(Give normal range for laboratory)			Secs

Any special tests undertaken that may predict the degree of fibrosis or presence of cirrhosis.

Some clinicians may have used other tests as markers of fibrosis (e.g. hyaluronic acid). Any such tests undertaken should be described below, stating the particular test(s) used, results obtained and the basis for their interpretation:

(III) ABDOMINAL ULTRASOUND (OF LIVER, SPLEEN)

Date of Test:

(IV) TRANSIENT ELASTOGRAPHY (e.g. FibroScan®)

Date of Test:

Report:

(Note: This test should be undertaken in the fasting state. Please provide details if known of the persons Body Mass Index (BMI), alcohol intake and whether they had diabetes, as these are known to affect transient elastography readings. If you have not already done so in Section 6, please also provide an ALT result from the time of the transient elastography reading as inflammation/necrosis can also influence liver stiffness independently of fibrosis. If this investigation is the sole evidence for cirrhosis please provide original reports of all Fibroscan tests undertaken over the last three years).

(V) OTHER RADIOLOGICAL EXAMINATIONS (e.g. MRI, CAT SCAN)

Date of Test:

Report:

(VI) ENDOSCOPY

Date of Test:

Report:

(VII) OTHER

Date of Test:

Report any other tests that may be relevant:

If section 7 has been completed, please also complete Section 8.

SECTION 8 OVERALL CLINICAL OPINION

This section must be completed in respect of the deceased person who is relying on information provided in Section 7 as a basis for the application. It seeks an overall clinical view as to whether it is probable that the deceased person had developed cirrhosis based on the evidence provided in Section 7.

Clinical Assessment:

Thank you for completing this form. The form and all supporting documents must be sent directly to the Wales Infected Blood Support Scheme at:

**Wales Infected Blood Support Scheme
Velindre Cancer Centre
Velindre Road
Whitchurch
Cardiff
CF14 2TL**