

FUNDING FOR PLANNED TREATMENT IN EUROPE

**UK S2 PLANNED TREATMENT (ENGLAND)
From 1.1.21**

Application form – supporting guidance notes

PLEASE READ THESE NOTES WHEN COMPLETING YOUR APPLICATION

SECTION 1:

GENERAL SUPPORTING INFORMATION

SECTION 2:

FURTHER INFORMATION TO HELP COMPLETE
SPECIFIC APPLICATION FORM SECTIONS

SECTION 1 – GENERAL SUPPORTING INFORMATION

1. INTRODUCTION

The S2 (planned treatment) form is for residents of England who want planned treatment in an EU country. This is also known as the S2 funding route.

If you want treatment in Norway, Iceland, Liechtenstein or Switzerland, please contact us before you apply to confirm that you are eligible. Contact details are in section 7 (page 4) of this guidance.

If you have a UK-issued S1 form and live in the EU, Norway, Iceland, Liechtenstein or Switzerland, you should not use this application form.

Find out more by searching for 'healthcare abroad' on www.nhs.uk.

How to apply

- The application form can be completed by a person other than the patient, if necessary (for example, a family member or a clinician). However, all the information provided should be about the patient. If you are applying on behalf of the patient, you must provide your details in Parts 7 and 8 of the form.
- We can only communicate with the patient / applicant about the application, unless we have written consent from the patient regarding anyone else they wish us to communicate with.
- The patient / applicant is responsible for providing accurate and complete information within and supporting the application. This will form the basis of the decision-making process.
- Incomplete / inaccurate applications cannot be processed and may delay funding decisions.
- Depending on the complexities of the individual case, we may need to request further information for an application in order for it to be assessed fully and correctly.
- NHS England NHS Improvement (NHSE/I) cannot accept responsibility for documents lost in transit.
- Applicants are required to provide their own translations of documents.
- Applications for Maternity S2 funding must be made directly to the NHSBSA (not NHSE/I).

2. GENERAL GUIDANCE ON THE UK S2 FUNDING ROUTE

S2 application route (PLANNED treatments) – key points:

- Treatment "Provider" must be in the EU (but does not include Northern Ireland, Scotland and Wales):

The EU countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland*, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

Note this scheme does not necessarily cover planned treatment in Norway, Liechtenstein, Iceland or Switzerland. Please contact us before you apply.

- The treatment providers (from this point referred to as "providers") may be either private or state providers. The treatment must however be available under the providing country's state

healthcare scheme (i.e. could be provided by a private or state provider, but it must be available within the state system).

- Applications must be authorised BEFORE treatment.
- The treatment must be available to the patient under the NHS and must be available under the treating country's state healthcare scheme.
- The NHS must confirm that it cannot provide the treatments or equivalent, in a medically acceptable timeframe, for the patient's condition / diagnosis (referred to as Undue Delay). The relevant NHS commissioner is contacted by the ECBH team to provide this information.
- There must be written support from an EU clinician (which can be from a UK clinician), which following their full medical assessment, supports the diagnosis, treatment and medical timeframe necessary for the treatment the patient wants funding for.
- There must be written support from an EU clinician / provider of the planned treatment dates and estimated costs.
- The patient / applicant must check with the EU provider that they will accept an S2 form to fund the treatment(s).
- S2s cannot be considered for the clinical trial or experimental part of any treatment package.
- The patient does not pay for eligible treatment costs (apart from any required co-payment costs which would be charged to a person insured within that system, which the patient must pay).
- S2s cannot be issued / approved if any of the treatment costs have already been paid for (unless the payments relates to the co-payment charge).

S2 – Form issue

- S2 forms will only be issued for a treatment period of up to 3 months at a time. Extensions / continuation applications can be made and will be assessed on a case by case basis.
- S2s will not normally be approved more than 3 months in advance of the treatment date, to ensure that the eligibility evidence is current.
- The supporting EU clinician's evidence / letter must be on official letterhead and should not be more than 6 months older than the treatment start date.
- An S2 form can only cover one treatment provider. If you need treatment at more than one treatment provider then you will need separate S2 forms to be approved for each provider.

If the patient is asked to pay a co-payment charge, this will be in accordance with local residence requirements of the member state and is normal practice. The NHSBSA will be able to advise if the patient is eligible for a refund from them (this is not the responsibility of NHSE/I). All other eligible treatment costs should be covered by the S2 form.

3. UNDUE DELAY

"Undue Delay" is where the NHS cannot provide the treatment / equivalent requested, in a medically justified timeframe, for the patient's diagnosis / condition. It is a routine criterion for S2 funding applications. It requires written support from an EU clinician which states how soon the patient needs treatment and why (based on the EU clinician's full clinical assessment of the patient's condition / diagnosis).

Please note that NHSE/I will contact the relevant NHS Commissioner to confirm treatment timeframes under the NHS and whether the Undue Delay applies.

4. TREATMENTS AVAILABLE ON THE NHS (NHS ENTITLEMENT)

If a patient is unsure whether a treatment would be available to them under the NHS, they can contact their NHS Commissioner directly (local Clinical Commissioning Group (CCG) or NHSE/I) for further advice before receiving treatment or applying for funding.

Please however be aware that the NHSE/I usually requires a fully completed application form to be submitted, before a decision can be made

5. S2 FUNDING

Only treatment costs can be assessed for funding. Travel and accommodation costs will not be included, including those for people / carers who may be accompanying the patient. Translation costs are also not covered.

6. TRANSLATIONS

All medical and financial documentation which is not in English will need to be translated, so it can be understood, to progress an application. This is the patient's / applicant's responsibility.

Translations do not have to be completed by an official translator. Whoever completes the translation must record who they are (their role / relationship to the patient) and sign / date the translated documents. Translation costs are not refunded. This is the responsibility of the patient / applicant.

7. CONTACTS / APPLICATION FORM SUBMISSION

- Where possible, please send your application and supporting documentation by email to: england.europeanhealthcare@nhs.net
- Please email your documents as a PDF attachment, do not email embedded documents or photographs of documents. Also organise documents into one PDF for each "category" (e.g. application form, proof of residence, medical documentation in 3 separate PDFs). This will enable your application to be assessed more quickly.
- Please also ensure you complete the application form fully and read these application guidance notes to ensure you complete all the necessary forms and include all the necessary documents.

Paper documents should be sent to the following address:

**European Cross Border Healthcare Team
NHS England
Fosse House, 6 Smith Way
Grove Park, Enderby
Leicester, LE19 1SX**

Or email: england.europeanhealthcare@nhs.net

Or telephone: 0113 8249653.

Please note: It can take up to 20 working days for a fully completed application to be processed and a decision to be made. You will be informed of the outcome of your application once a decision has been reached.

SECTION 2 – FURTHER INFORMATION TO HELP COMPLETE SPECIFIC APPLICATION FORM SECTIONS

Part 1: S2 Funding Route

Prior Approval	<p>Only apply before treatment as Prior Approval is required. Also note that there are 20 working days for a decision to be made.</p> <p>Confirm that the planned treatment is in the state healthcare sector.</p> <p>Confirm the country that treatment is planned in and that it is eligible (see previous list).</p> <p>Only apply using this form if you are ordinarily resident in England and do not have a UK issued S1.</p>
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Part 2: Patient Details & Residency

Permanent / settled address in England	<p>Please complete all necessary information including your “settled” residence in England, where your post is sent to.</p> <p>Only provide an alternative address if for some reason you are not currently living at your settled residence, the reason for which should be recorded.</p>
Ordinarily Resident – NHS concept:	<p>NHS England can only process EEA applications for patients who are ordinarily resident in England and entitled to free NHS care (the UK healthcare entitlement system is a residence based one).</p> <p>All patients applying to NHS England for EEA funding must therefore be assessed against the test for “Ordinarily Residence” in England.</p> <p>A person will be “Ordinarily Resident” in England when that residence is lawful, adopted, voluntary, and for settled purposes as part of the regular order of their life for the time being, whether of short or long duration.</p> <p>A person is not ordinarily resident just because they have a British nationality, hold a British passport, are registered with a GP, have an NHS number, own a property in the UK or have paid / are paying NI contributions and taxes in the UK.</p> <p>The onus is on the patient to prove their Ordinarily Residence status to NHS England and NHS England can request further information until they are happy that the requirement has been satisfied.</p>
Proof of Residency - eligibility documents:	<p>Supporting Proof of Residence documents will need to be provided which are official, dated and with the patient’s name and settled address clearly recorded on them. They will need to cover the treatment period, before and after.</p> <p>Applicants must send in at least 2 appropriate forms of official evidence to show that they are resident at the permanent / settled address recorded on their application form. <u>They must cover the treatment period, before and after, and one of them MUST have been issued within 3 months of the treatment period.</u></p> <p>The first should be a bank statement (from the person receiving treatment or the parent if the application is for a child), showing activity / transactions in England, covering transactions before and after the treatment period.</p> <p>The second should be an official document, such as:</p> <ul style="list-style-type: none"> • A local authority council tax bill.

	<ul style="list-style-type: none"> • Utility bill (e.g. gas, electric, water). • HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. P45s and P60s are NOT acceptable. • Official statement / letter from a relevant benefits agency confirming the right to benefits or state pension. <p>If the first piece of evidence is not available, then 3 pieces of evidence should be submitted including <u>at least one from the secondary list</u> and two others from the secondary list or from the list below:</p> <ul style="list-style-type: none"> • Driving licence. • Fixed line telephone bill. • Mobile phone bill. • Rent book. • Rental agreement (local authority / private) – if don't pay utility bills. • Solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed). • Payslip (if current address recorded). • NHS letter / appointment card. • Letter from employer. <p>Contact the team regarding Students.</p> <p>Parents can submit evidence of their residency for their children / dependents.</p>
NHS Treatment	If you are currently being treated on the NHS for the medical diagnosis and / or treatment plan, relevant to this application, provide further details.

Part 3: Treating Clinician / Provider Details

Please provide details of the location where the treatment is to be provided and the treating clinician in the EU.

Please do not record here the details of the hospitals or clinicians that have been treating you under the NHS in England.

Part 4: Treatment Details

Record the diagnosis and treatment plan for the S2 funding application, supported by eligibility evidence, for the medical treatments, as follows:

- An official EU clinician's letter / report (which can be from a UK clinician), confirming the diagnosis and medical need for the treatment(s).
- These should be dated no more than 6 months prior to the planned treatment date.
- For Undue Delay: Written support from an EU/UK clinician which states how soon you need your treatment and why (based on their full clinical assessment).
- Written confirmation from the provider that (1) they will accept an S2, (2) planned treatment dates, (3) estimated costs.