

1. Eligibility

The **NKF EPOIETIN @ RED BEAN ASSISTANCE PROGRAMME** was launched on 25 July 2019 to lighten the financial burden of **poor** chronic kidney disease patients suffering from anaemia. All applications will be assessed by the NKF Welfare Department through interviews, home visits and the review of documents.

The financial assistance will be provided for one year and each patient will be reviewed before the end of one year for renewal of the financial assistance if necessary. Patients will need to be assessed by qualified Nephrologists to ensure their suitability for ESA treatment. In addition, **the referring Nephrologist will be required to complete a medical referral form (Form A)** stating the patient's current Hb level, Erythropoietin dosage and medical condition. The referring Nephrologist must agree to the administration of only long- acting ESA for the patients referred to this programme.

It is emphasised that all patients enrolled in this NKF Programme must return to the referring Nephrologists for long - term monitoring of their response to ESA treatment and continuing overall renal management. The referring Nephrologist must inform the Head of NKF Medical Department if any change in ESA dose is recommended. **Patients enrolled into this programme must sign a consent form (Form B) before receiving ESA treatment.** The possible side effects and **the necessity for the patient to return to the referring Nephrologist for blood tests and clinical monitoring every 3 months** will be clearly stated in the patient's consent form.

Aim: To provide access to adequate ESA treatment for poor CKD patients including those not on dialysis treatment yet, haemodialysis (HD) patients and peritoneal dialysis (PD) patients who require ESA treatment;

Target: Poor CKD patients – those not on treatment yet and those on HD and PD.

Type of ESA: Long acting ESA = Mircera once a month (reduce workload and storage problems);

Location: NKF Dialysis Centres nationwide with pilot at NKF Dialysis Centres in the Klang Valley from September – December 2019.

Period of Aid: One year (renewable after review).

Procedure:

1. Patients will have to be assessed by qualified **Nephrologists** to ensure suitability for ESA treatment – **Medical Referral form = Form A** (stating Patient's current Hb level, Erythropoietin dosage and medical condition) and agree to:

- ✓ long-acting ESA for patient,
- ✓ long – term monitoring of Patient's response to ESA treatment and continuing renal management every 3 months;
- ✓ Inform NKF's Head of Medical of any changes in ESA dosage.

2. Patients must sign consent form = **Form B** before ESA receiving treatment. Form B will have to state clearly the possible side effects, necessity for patient to return to the referring Nephrologist for blood tests and clinical monitoring.

3. **Application and Disbursement Process:**

Patient will fill in Application Form = **Form C** and submit together with complete medical referral form (**Form A**) from the referring Consultant Nephrologist to NKF Welfare Department.

Applicants are subject to the following Terms and Conditions:

- Are Malaysian citizens or Permanent Residents with Malaysian spouses and children;
- ***Are referred by Nephrologists.***
- Must agree to home visits by the NKF Welfare Officers with a view to verifying all information given;
- Are prepared to be reviewed by NKF Welfare Officers as and when necessary.

4. **Mandatory Documents for Submission by Applicant and Family Members**

- ✓ Photostat copy of Applicant's IC;
- ✓ One copy of Applicant's passport size photo;
- ✓ Latest pay slips, EPF statements and Income Tax returns of Applicant and all family members aged 18 years and above;
- ✓ Electricity, water & telephone bills;
- ✓ Car and house instalment receipts and loan approval letters;
- ✓ House photos – outside, hall & kitchen;
- ✓ **Agreement** For Acceptance Of ESA Assistance

NKF ESA ASSISTANCE PROGRAMME WORKFLOW

Referral from Nephrologist to NKF Welfare Department with Patient's Application Form **(Form C)**, Medical Referral Form **(Form A)** & Socio-Economic report from Medical Social Work Department of referring Hospital

NKF Welfare Officer will contact Patient for financial assessment, which will include interviews and home visits

Patient fails financial assessment.

Applicant may submit his **appeal to NKF if he wishes**

Patient passes financial assessment

- Welfare Officer (WO) prepares social report on Patient;
- WO submits it with supporting documents to Welfare Manager (WM);
- WM submits to Head of Medical (HOM) for his review;
- if HOM agrees, he and WM will sign off the recommendation;
- WM forwards application with recommendation to the CEO for his approval.

CEO approves the application

Welfare Manager sends out:

- i) **Letter A** - to inform Applicant & referring Nephrologist of the outcome of the application, with –
- ✓ Name, address, contact person and contact number of the NKF DC administering the ESA,
 - ✓ Dosage and frequency of the ESA,
 - ✓ Necessity of Patient to sign a **Consent Form (Form B)**, and
 - ✓ Reminder of Patient's responsibility to continue follow-up and perform blood tests with the referring Nephrologist every quarterly (3 months).



Welfare Department sends a copy of **Letter A** with Approved Patient's Name/IC/Contact details /Nephrologist details & copy of Medical Referral **Form A** (which contains medical report and ESA prescription) to the CM/SNIC of the NKF DC nearest to the Patient.



CM/SNIC on receipt of both **Letter A and Form A** will:

- ✓ Allocate an afternoon (from 2.00 to 3.00 pm) every month for administration of the ESA to approved patients.
- ✓ CM/SNIC draws up a list of approved patients for monthly ESA = **Form D** - with Patients' Names / IC / Dosage / Date of Administration / Columns for signatures of SN administering the ESA and Patient receiving the ESA;
- ✓ Assign an experienced Staff Nurse (SN) to administer the ESA;
- ✓ Contact approved patient and inform him Where and When to come for the administration of the long acting ESA.
- ✓ Patient comes to NKF DC with his IC for verification.
- ✓ Assigned SN verifies Patient's IC and his ESA prescription in Letter A with Form D before each administration of ESA;
- ✓ Assigned SN submits completed Form D to the CM/SNIC ;
- ✓ CM/SNIC verifies Form D and sends it within 48 hours to the HOM.



- ✓ HOM compiles all completed Form D from all designated NKF DCs;
- ✓ HOM sends a monthly report – **Form E** - to all referring Nephrologists to inform them of the ESA administered to their patients.
- ✓ HOM keeps data base of contact details of all referring Nephrologists.
- ✓ HOM shall be the contact person in NKF for Nephrologists who wish to change the dosage of ESA or have queries.