

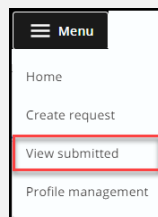
How to Submit an Appeal


In SADIE, prescribers, delegates and designates can submit an appeal of a negative decision when additional relevant clinical information is available, for a drug and indication that is publicly funded upon authorization by the EAP.

Note: Designates can send appeals to prescribers and delegates to submit, for requests associated with locations for which they have been provided access

This guide contains the main steps for submitting an appeal, for more information see the [SADIE User Guide](#), Chapter 18. Videos and other supports can be found at www.Ontario.ca/SADIE

1. Select the **Menu** button and then click on **View submitted**, found in the header at the top of all SADIE pages.








2. Select the **View** {  } button for the request with a 'Not Approved' decision in the **Submitted Requests With Ministry Decision** list.


Submitted Requests with Ministry Decision for DR. FRED LEE

Filter requests in this list
Start typing to filter results

All King Street Clinic Hospital Clinic

Decision Date	Decision	Patient Name	Patient Preferred Name	Drug	Indication	Submitted Date	Actions
2022-11-17	Further Informati...	OETKER, SHAY		Dalteparin	Venous Thrombo...	2022-11-17	
2022-11-17	Not Approved	FULCHER, LINDA		Baclofen (intrath...	Spasticity	2022-11-17	
2022-08-09	Approved	WJAS, LINDA		Dalteparin	Venous Thrombo...	2022-08-09	
2022-07-29	Approved	Bond, James		dalteparin sodium	Venous Thrombo...	2022-07-29	
2022-07-29	Approved	Johnson, Jane		dalteparin sodium	Venous Thrombo...	2022-07-29	

Items per page: 25 1 - 5 of 5 < > >>

3. Select the **Add Appeal** {  } button in the **Correspondence in Progress** section.



The **Appeal Submission Details Summary** tab displays.

Appeal Submission Details

Request Number 00612151-01

Patient Name FULCHER, LINDA



Patient Preferred Name

Request Type Appeal

Drug Baclofen (intrathecal)

Indication Spasticity

Correspondence Exchanged With the Ministry

Date	Document Type	Decision	Actions
2022-11-17	Response Letter	Not Approved	
2022-11-17	Initial Request		

Submitting Prescriber Details

Name Dr. FRED LEE

Registration College CPSO

Registration # 147899

Submitting Prescriber Practice Location


Practice Name King Street Clinic

Address 459 KING STREET, Suite 200, Toronto, Ontario, M9P6P6



Primary Phone # (416) 555-5555 Ext. 1234


Primary Fax # (416) 829-2121

Prescriber Email Address

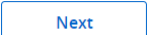
 [Change or update practice location](#)

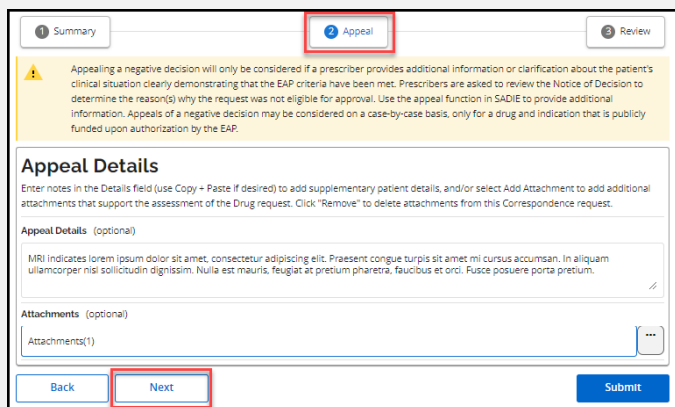
☐ confirm that the details of the selected practice location are correct (required)

4. Confirm practice location details and then click the **Next** {  } button.

The system displays the **Appeal** tab.


5. Type appeal details or paste from another document and / or add attachment(s), then click the **Next** {  } button.



The system displays the **Review** tab.

6. Review the information, and to continue click the **Submit** {  } button.

The **Submitting Terms and Conditions** display.

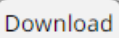
7. If in agreement, click the **Accept** {  } button. The Appeal request has been submitted to the EAP.

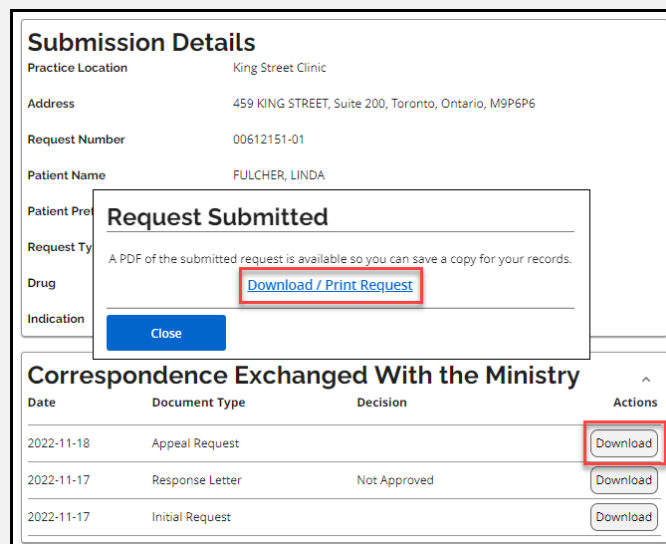
The system displays the **Submission Details** screen, and the request returns to the **Submitted Request Awaiting Ministry Decision** list.




Note: It can take 1 - 2 minutes for the submitted request to appear in the list.

Note that Designates click a **Send to Prescriber** {  } button.

When a designate sends an appeal to a prescriber, it displays on the **Home** screen in the **Requests Ready to Submit** list.

8. Select the **Download / Print Request** link or the **Download** {  } button to view and/or download a copy of the submitted appeal.



Date	Document Type	Decision	Actions
2022-11-18	Appeal Request		
2022-11-17	Response Letter	Not Approved	
2022-11-17	Initial Request		

A copy of the submitted appeal is also available to view/download at any time from the **View Submissions** screen, by selecting the **Menu** button and then **View submitted**.



Looking for more Information about SADIE?

Go to: www.Ontario.ca/SADIE

Technical Assistance

(Mon – Fri, 8 a.m. - 5 p.m.)

Call: 1-800-262- 6524

(after the language prompts, press 2-3)

Email: SSContactCentre.MOH@ontario.ca