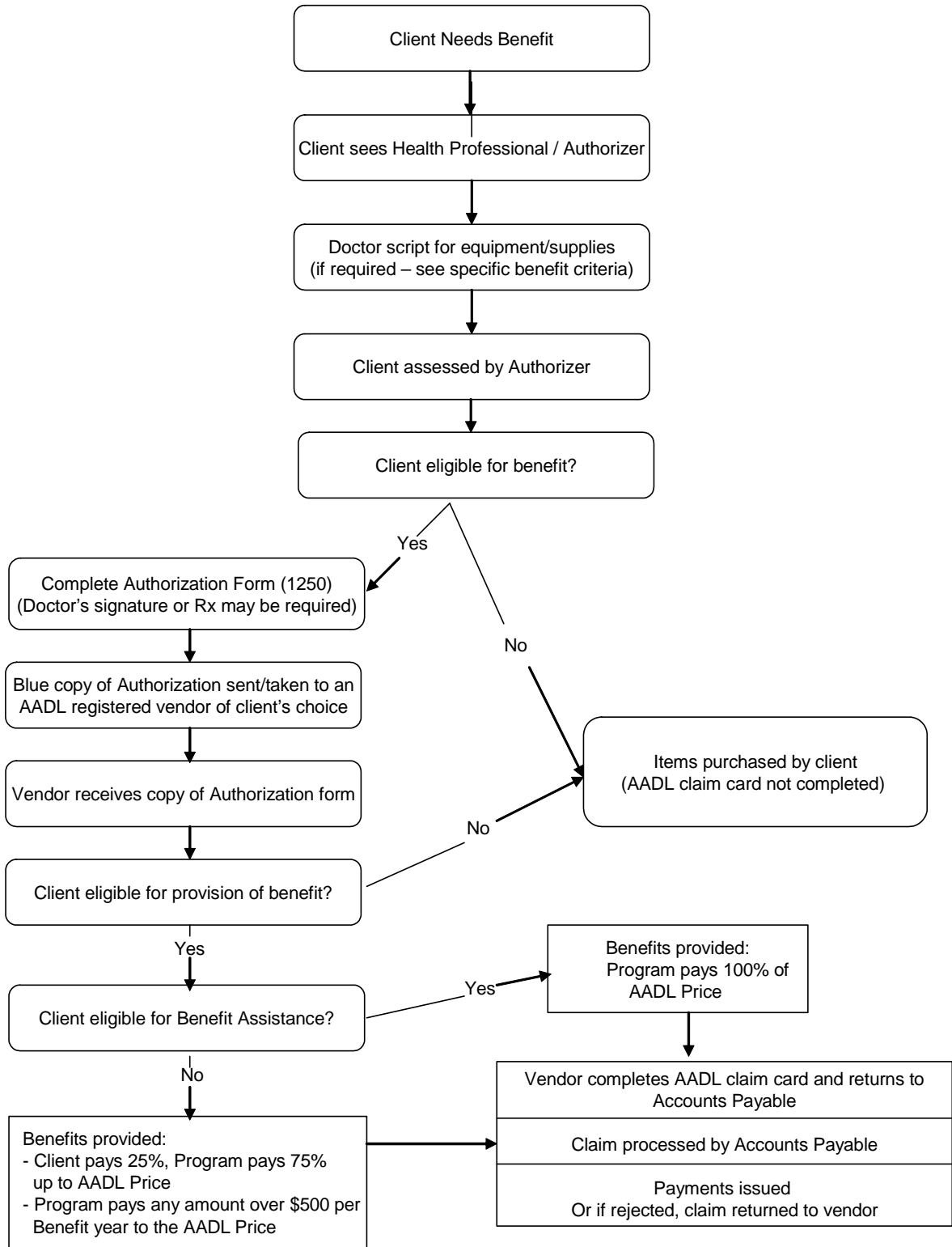


# **MEDICAL/SURGICAL INDEX**

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### Process to Obtain “M” Benefits



## MEDICAL/SURGICAL BENEFITS

### 2.0 BENEFIT DESCRIPTION

Details regarding the various catalogue items are found in the Approved Products Listing section as follows:

<u>Catalogue Number</u>	<u>Page(s)</u>
M001 - M180 Ostomy Supplies	1-5
M200 - M380 Incontinence Supplies	6-11
M400 - M415 Injection Supplies	12
M665 - M794 Dressing Supplies	13-16

**Products provided must meet AADL's generic catalogue description. If products do NOT meet AADL's product specifications they cannot be provided.**

### 3.0 AUTHORIZER

- RN
- OT or PT for incontinence supplies (diapers and liners) only
- Above qualifications also apply to Assessors

### 3.1 ELIGIBILITY RESTRICTIONS

**AADL does NOT provide medical surgical supplies for:**

- **USE IN ACUTE CARE FACILITIES**
- **USE IN SUBACUTE CARE FACILITIES**
- **CONTINUING CARE FACILITIES**
- **SHORT TERM INTERVENTION** (less than three months)
- Products are **NOT** provided for application or intervention in a physician's office or clinic
- *Specific limitations refer to each product area for detailed descriptions*

### 3.2 AUTHORIZER RESPONSIBILITIES

- Clients are to be authorized for quantities based on the Authorizer's *clinical assessment of the client's needs*.
- *Authorizers are NOT to automatically order maximum quantities.*
- Products are for the client that was assessed and authorized **ONLY**.

- **Clients must be reassessed every two years, as the authorization is only valid for two years.**
- *Authorizers must complete a change form to change products or decrease quantities based on the client's assessed medical need and indicate expiry date on the change form.*
- The client should also be aware that they may decline an authorized product or receive reduced quantities if their clinical needs change. When this occurs, vendors must supply the reduced quantity.
- **Processes NOT being followed may initiate disciplinary action.**

#### 4.0 QUANTITY LIMITS FOR MEDICAL SURGICAL BENEFITS

- **Quantity maximums for all medical/surgical products are based on effective practice and current research and are reviewed by AADL regularly.**
- Quantities ordered are based on individual items for a two month period (i.e. on 1250 form please state 30 pouches rather than 2 boxes)
- Quantity limits should be proportional if combination of products are ordered.
- **Quantities ordered are based on the Authorizer's clinical assessment of the client's medical need**
- Vendors **MUST ONLY** provide a client with a two-month supply of product
- **Clients requiring a supply of product greater than two months (i.e. will be out of province for an extended period of time) are to call the Program Manager for prior approval**

#### 4.1 AADL PRICING

- The vendor may offer AADL clients and brand of medical supplies as a benefit under the AADL catalogue description providing it:
  - a) meets the generic description; and
  - b) complies with AADL's product standards
- Pricing in the manual is based on individual product price for each item:  
i.e. M 771 Hydrocolloid Dressing 15x20cm \$22.08  
\$22.08 is the price for each hydrocolloid dressing

## 4.2 PRINCIPAL RULES ABOUT AADL PRICING

- Clients must be offered a product, which meets the previously listed conditions 4.1 (a) and 4.1 (b), available at or below AADL price.
- If in exceptional circumstances the vendor does not carry the benefit at or below AADL's catalogue price, the vendor is obligated to inform the client that he or she may be able to purchase the item at or below the AADL's catalogue price from another vendor.
- If the shelf price of the product that the client chooses is indicated to be below the AADL price, the vendor is obligated to sell that item at the shelf price.
- If the shelf price of the product that the client chooses is indicated to be above the AADL's catalogue price, the client may choose to obtain it as a AADL benefit, but the client must pay the difference between the AADL's catalogue price and the marked shelf price.
- Authorizers and clients must be aware that cost-sharing clients are responsible for cost sharing on the AADL's catalogue price. The vendor is NOT expected to supply product until a copy of a valid authorization form has been received or that they can view the authorization on e-business.

## 4.3 COMPLETING 1250 FOR ALL MEDICAL SURGICAL BENEFITS

- **Description:** If you wish the client to receive a specific manufacturer's brand, include this information, otherwise just write the catalogue number.

### Example:

<u>Cat. #</u>	<u>Qty.</u>	<u>Description</u>
i. M001	180	Closed-ended pouch
ii. M001	180	Brand X Pouch, #963003

Example i. is the general and allows the client a choice of brands.  
Example ii. is specific and this particular brand must be provided by the vendor.

- **Expiry Dates**
  - a) Are usually two years from the assessment date
  - b) Exceptions:
    - Interactive dressings have a six month expiry date
    - Authorizers may determine a expiry date of a shorter duration

## 5.0 EXTENSION OF MEDICAL/SURGICAL AUTHORIZATION EXPIRY DATES

Medical/surgical authorizations are reviewed by AADL staff prior to the expiration date.

- If AADL does not have any concerns, the authorization expiry will be extended for two years and the supplier will receive an update of the authorization.
- If there is a question regarding the authorization or the client's needs, a letter will be sent to the client and/or the Authorizer requesting a reassessment of the client's medical needs by a specific date.
- AADL notifies the vendor of this reassessment deadline.
- If no reassessment is received by AADL, the authorization expires on the reassessment date. Authorization forms for incontinence supplies (absorbent products) are only extended when AADL has evidence of a severe incontinence problem. If no evidence exists, the authorization form will NOT be extended .

## 6.0 CHANGING VENDORS

- **Authorization Correction and Change Form is not used for changing vendors.**
- If a client wishes to change vendors, the client or a family member should telephone the AADL office.
- Changes are not accepted from vendors and/or the Authorizer. If there is an exception to this, the Authorizer must contact the AADL Program Manager.

## 7.0 QUANTITY AND FREQUENCY REVIEW PROCESS

- Quantity and frequency review (QFR) requests are for client's clinically needing products for a period of time above AADL's maximum quantity parameters
- AADL's maximum parameters for all medical surgical supplies are based on effective practice and current research for client's with severe chronic needs
- **QFR requests are to be submitted on the AADL Quantity & Frequency Review Request for Incontinence Supplies form**
- Clear clinical rationale must be submitted on a QFR form justifying a request for an increase of quantity of product(s)
- QFR requests for incontinent and ostomy supplies have specific requirements – refer to appropriate section
- Authorizers **NOT** clinically supportive of a client's quantity and frequency review request, have the client submit the QFR request independently

## 8.0 OSTOMY SUPPLIES

- AADL provides ostomy supplies for clients with a **chronic** colostomy, ileostomy, urostomy, esophagectomy or fistulas
- Supplies for esophagectomies or fistulas are on a prior approval basis and should be submitted by an ET RN
- Quantity and frequency review requests for ostomy supplies should be through an ET RN

### 8.1 CONTRAINDICATIONS FOR ELIGIBILITY FOR OSTOMY SUPPLIES

**AADL does NOT provide ostomy products for:**

- wound care
- enteral feedings
- drainage tubes
- wound drainage
- short term intervention
- acute care intervention

### 8.2 PRIOR APPROVAL PROCESS: fistula or esophagectomy

Authorizers must provide the following to AADL's Nursing Consultant prior to completing a 1250 form:

- client's diagnosis and/or associated clinical factors
- quantity and product clinically needed
- client's data (client's full name, date of birth, and personal health care number)

## 9.0 INJECTION SUPPLIES

- AADL provides injection supplies for clients that clinically require a minimum of one subquanteous or intramuscular injection daily
- Indicate on 1250 form the client's diagnosis, medication ordered, frequency and route i.e. maxeran 10 mg subq B.I.D.

## 9.1 CONTRAINDICATIONS FOR ELIGIBILITY FOR INJECTION SUPPLIES

**AADL does NOT provide injection supplies for:**

- Medication via G tube
- Mixing of medications
- Measuring oral medications
- Intravenous use
- Irrigation
- Trachea care
- Central line care
- Blood withdraw
- Insulin administration

## 9.2 DIABETIC SUPPLIES

Alberta Health and Wellness provides an accountable grant to **Alberta Monitoring for Health (AMFH)** for the provision of diabetic supplies. AMFH is a division of the Canadian Diabetic Association. AMFH enables low-income Albertans to access financial assistance to cover the cost of diabetes management supplies (i.e. test strips, syringes, lancets, urine strips, insulin pump tubing). Eligible clients must have diabetes mellitus, be a resident of Alberta, manage their diabetes through diet, oral medications, and/or insulin therapy, receive Alberta Health Care premium subsidy (under the age of 65 years) or in receipt of the Seniors Benefit Program (over the age of 65 years) and do not have private insurance for diabetes supplies.

There is an appeal process in place for those Albertans that do not receive Alberta Health Care premium subsidy but are experiencing financial hardship. Applications and/or appeal forms for this program are available at pharmacies across Alberta or through Alberta Monitoring for Health Program.

The phone number for AMFH is 1-800-267-7532, or for the Edmonton area 423-2634.

## 10.0 DRESSING SUPPLIES

- **AADL supplies dressing products for individuals with chronic wounds**
- Clients are eligible for dressing products for each chronic wound that exist
- **Clients are eligible for interactive OR dry dressings NOT BOTH**
- Wounds requiring daily dressing changes should be ordered dry dressings
- Immunosuppressed clients should be ordered sterile dressings
- Rationale for sterile dressings must be stated on the 1250 form
- Interactive dressing are designed to remain on the wound from 3 to 7 days
- Authorizations for interactive dressings are ONLY valid for six months
- **Clients requiring interactive dressings post the six months period:**
  - contact the Nursing Consultant with clinical rationale for continued application of the interactive dressing product
  - after approval from the Nursing Consultant complete a change form stating clinical rationale with a six month expiry date

## 10.1 CONTRAINDICATIONS FOR ELIGIBILITY FOR WOUND CARE SUPPLIES

AADL does **NOT** provide dressing supplies for:

- Packing
- Prevention
- Chronic condition but with acute duration
- Stoma care
- Fistulas \*\*\*
- Trachea care
- G tube care
- Chest tube care
- Cleansing

## 11.0 INCONTINENCE SUPPLIES

### 11.1 ADULT

AADL provides incontinence supplies for clients 18 years of age or older with chronic uncontrolled incontinence of a daily loss of moderate, heavy or total amounts of urine and/or stool (250 ml at each involuntary void) despite all interventions implemented.

### 11.2 PEDIATRIC (36 MONTHS OF AGE TO 18 YEARS OF AGE)

AADL provides incontinence supplies (diapers) for children over 36 months of age who have a daily, chronic, non-resolving urinary and/or fecal incontinence due to either:

- neurogenic diagnosis
- neurological diagnosis (i.e. cerebral palsy)
- a moderate to severe discrepancy between the child's developmental age and chronological age, **AND** a multiple systems delay (cognitive, physical, behavioral, social) that impacts their ability to achieve continence.

**Prior to determining eligibility for the AADL program the following clinical steps must have been completed by a multi-disciplinary team:**

- **assessment**
- **investigation**
- **a confirmed diagnosis**
- **implementation of behavioral modifications**
- **evaluation of all clinical recommendations**

### 11.3 CONTRAINDICATIONS FOR ELIGIBILITY – INCONTINENCE SUPPLIES

AADL does **NOT** provide incontinence products for:

- Post surgical (less than three months)
- Psychological
- Pregnancy
- Menses
- Acute drug induced side effects (less than three months)
- Night time enuresis (i.e. children)
- Children under 36 months of age
- Clients not meeting the above eligibility criteria

#### 11.4 PRIOR APPROVAL: BOWEL INCONTINENCE – PEDIATRIC AND ADULT

AADL provides assistance for clients with severe chronic bowel incontinence that has persisted for three months or longer (severe defined as involuntary passage of a moderate to large amount of stool).

#### 11.5 PRIOR APPROVAL: PALLIATIVE – PEDIATRIC AND ADULT

- AADL provides assistance for clients with palliative status
- Clients with a confirmed palliative diagnosis the three month chronic parameter is waived
- **AADL defines palliative as a prognosis of six months or less**

#### 11.6 PRIOR APPROVAL PROCESS

Contact and provide the following to AADL's Medical/Surgical Manager prior to completing a 1250 form:

- Client's diagnosis and/or associated clinical factors
- Verification that an incontinence assessment has been completed
- Incontinence has persisted for three months or longer (BOWEL INCONTINENCE ONLY)
- Quantity and product medically needed
- Client's demographic data (client's full name, date of birth, and personal health care number)
- Client's hip measurement at the trochanter (required for M209)

***Please note: If a 1250 form has been submitted for bowel incontinence or for palliative clients without obtaining prior approval from AADL, the authorization will be rejected and returned.***

## 11.7 INCONTINENCE AUTHORIZATION PROCESS

### a) Adult Authorization Process

- The AADL Program endorses Capital Health Authority's "**Urinary Assessment Tool for Adults and the Cognitively Impaired**"
- Other regions may utilize this form in its entirety, with acknowledgement to the editor
- This tool is the property of Alberta Aids to Daily Living and **NO** modifications can be made
- Regions utilizing other urinary assessment tools **MUST** receive prior approval from AADL to ensure that required parameters are met

#### **Authorization Steps:**

- Complete a Urinary Incontinence Assessment Tool approved by AADL
- Utilize clinical flow charts
- Behavioural modification chart
- Indicate on authorization form (1250) that a urinary screening tool has been completed, interventions implemented, evaluated and modified prior to completing a 1250 form
- Authorizer to maintain documentation (urinary incontinence screening tool, interventions, OT interventions, etc.) on the client's chart
- **AADL will implement a random post review of authorizations for incontinence supplies**
- Order type of product and quantity based on client's clinical assessment
- Authorizer reassess client prior to expiry of AADL's authorization

#### **AADL has provided the following adult assessment tools:**

- Incontinence Definitions
- Bladder Irritants
- Client Teaching tool
- Incontinence Behavioral Modifications with definitions of specific strategies
- Capital Health Authority's urinary incontinence assessment tools for the adult and the cognitively impaired client
- Client educational brochure (pending)

***Photocopy as needed, and please retain original copies of all tools in your AADL manual.***

## b) Pediatric Authorization Process

### Authorization Steps:

- Complete the pediatric incontinence assessment tool
- Have the client's parents and/or legal guardian complete a 3-day diary that records the child's: fluid intake, type of fluids ingested, times of incontinence (urine and/or bowel)
- Utilize AADL's Pediatric Continence Brochure, AADL's Assessment of Readiness for Toilet Training, Toilet Teaching for Children with Special Needs, and Home Strategies for Toilet Training
- Indicate on authorization form (1250) that the pediatric assessment tool has been completed and all clinical interventions have been implemented, evaluated and modified prior to completing a 1250 form
- Indicate on the authorization form that the client meets AADL's eligibility criteria as per AADL's pediatric eligibility definition
- Authorizer to maintain documentation (urinary incontinence screening tool, interventions, OT interventions, etc.) on the client's chart
- **AADL will implement a random post review of authorizations for incontinence supplies**
- Order type of product and quantity based on client's clinical assessment
- When signing for an assessor, ensure that all assessment interventions and evaluations processes have been completed and that the client meets AADL's eligibility criteria

### AADL has provided the following pediatric assessment tools:

- The AADL Pediatric Incontinence Assessment Tool - **NO** modifications can be made to this assessment tool. (Regions using other pediatric incontinence assessment tools **MUST** receive prior approval from AADL to ensure that all required parameters are met. )
- Incontinence Definitions
- Bladder Irritants
- Toilet Teaching for Children with Special Needs
- Fluid Management in Children (Health Canada)
- Home Strategies for Toilet Training
- Assessment of Readiness for Toilet Training
- AADL's Pediatric Continence Brochure (pending)

***Photocopy as needed, and please retain original copies of all tools in your AADL manual.***

## 11.8 INCONTINENCE QUANTITY & FREQUENCY REVIEW (QFR) PROCESS

- QFR requests for incontinence supplies are for existing clients that may require quantities of products above AADL's maximum parameters
- QFR requests for incontinence supplies are to be submitted by an RN authorizer
- Updated Urinary Incontinence Assessment Tool and bladder diary are to be implemented and evaluated prior to submitting the QFR request for incontinence supplies
- AADL's Quantity & Frequency Review Request for Incontinence Supplies form must be submitted in full with appropriate supporting documentation:
  - AADL Quantity & Frequency Review Request form AADL2205
  - Urinary Incontinence Assessment Tool
- If there are any questions regarding a QFR request for incontinence supplies, please call the AADL Medical/Surgical Program Manager
- **Any Authorizer NOT clinically supportive of a client's request for products above AADL's maximum quantity parameters should have the client submit the QFR request independently.**

## 11.9 INTERMITTENT CATHETERS – QUANTITY LIMITS

- AADL's maximum quantity parameters for intermittent catheters are based on clean technique.
- AADL's quantity of 70 catheters every 2 months allows for a new catheter every day.

## 11.10 INTERMITTENT CATHETER CARE

- Wash, rubbing the catheter with liquid detergent and water for 10 seconds
- Hold the catheter with the open end pointed upwards toward the water tap
- Allow suds and water to run into the catheter
- Rinse inside and outside of catheter well under water tap (or by using a syringe)
- Shake excess water out
- Lay the catheter on a clean surface (e.g. clean towel) to air dry before reusing (may take up to 8 hours)
- Air drying reduces the growth of bacteria on the catheter

### **Please reinforce with your client the following:**

- Wash your hands for 10 seconds before starting
- Keep the catheter clean
- Catheterize at regular times
- Remove the catheter slowly
- **Wash and rinse catheter well after using**