

## FAQs:



- Q** How long does it take for online applications to be processed?  
**A** Usually, approx. 48 hours.
- Q** How long does it take to complete an online application for a List B product?  
**A** Once you are set up, it's a relatively quick process. Feedback from Dietitians using the system indicates the application itself is quite quick, but gathering information like the GMS card number can take time. It's a good idea to ask for these details as part of your initial consultation.
- Q** Will I be notified when my application has been processed?  
**A** No, you will need to log in to your account and check the status of your application.
- Q** How long will the approval last?  
**A** Online Applications for List B products can be applied for a maximum period of 6 months, with the exception of patients who have been granted life-long approval. Applying for this maximum duration, even if the ONS prescription will be reviewed sooner, will mitigate the need to complete another application should the patient need to continue taking their ONS following review. This could save you / another managing HCP (e.g. GP)
- Life-long Approval:**  
 Life-long approval may be sought in some exceptional cases. This means that for patients likely to require ONS long-term, repeated online applications will not be required.
- Applications for life-long approval of a List B product can be submitted by HSE-employed dietitians only.

## Nutricia Products Requiring Online Approval

### Rationale for List B ONS

Include a strong but concise rationale for why a product on List B is clinically indicated.

#### For example

##### Fortisip PlantBased 2kcal:

Patient requires a high-protein (>20% energy from protein) oral nutritional supplement due to increased needs associated with [insert clinical condition, e.g. cancer, COPD]. A vegan or dairy-free option is required, or strongly preferred for personal reasons. No suitable alternative is available on List A.

Refer to our supporting document on building a strong rationale for List B products.



Product	GMS Code
Fortisip PlantBased 2kcal 200ml	81174
Fortisip 200ml	81170
Nutrison Energy Multifibre 200ml	81608
Fortisip 2kcal 200ml	85070
Fortijuice 200ml	83710
Nutlis Fruit Level 4 150g	83961
Scandishake 85g sachet	83206
Fortisip PlantBased 1.5kcal 200ml	81316

## Good Practice Points

### Communicate:

- Consider who you need to update (e.g. GP / pharmacy).
- Inform your patient / client of the process and next steps

### Recording:

It may be helpful to create a tracking template for applications, particularly for patients remaining on your caseload who will require an updated application / renewal.

See example below:

Patient Name:	Request:	Date:	No. of Months:	Review:	Location:	Pharmacy:	GP:	Additional Information:
Joe Bloggs	Fortijuice BD	1st Feb 2024	6 months	6 months	Cork	pharmacy name	GP name	Apple flavour
Jane Doe	FortisipPlantBased OD	5th March 2024	3 months	3 months	Kerry	pharmacy name	GP name	N/A



# Guide to PCRS Online Approval System



### Intended for Healthcare Professionals only.

All products shown here are Foods for Special Medical Purposes and must be used under medical supervision. See individual product labels or data cards for more information.

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For more more information & instruction videos, please scan the QR code or visit our website [www.nutricia.ie](http://www.nutricia.ie)





## What is Online Approval?

Introduced by the PCRS in 2019, the Online Approval system is an additional step required to grant access to certain ONS products (i.e. those on "List B"). GPs, hospital clinicians and HSE-employed dietitians can register with the PCRS to be able to complete online approval applications on behalf of their patients.

It is understood that applications submitted by dietitians on behalf of their patients are generally accepted and approved.

The most common reason for rejection of non-dietetic applications appears to be a weak rationale for choosing a List B product. An appeal can be submitted, which must include information supporting the clinical need for the product and the reference number of the initial online application.

Please refer to the back of this leaflet for supporting information on writing a rationale for List B products. Please note that Online Approval is separate to Dietetic Recommending.

## How to register for online approval

### Register with PCRS for access to online approval system (I.E. TO MAKE REQUESTS FOR LIST B PRODUCTS):

\*Note: this registration is separate to your registration for Dietetic Recommending. Only HSE-employed Dietitians can register for this system

1.

Complete the Special Drug Request User Registration Form available on the HSE website:



Click here or scan the QR code

2.

Scan and send completed forms to: [cert.info@hse.ie](mailto:cert.info@hse.ie). Completed forms can also be posted to **IT Operations, PCRS, Exit 5 M50, North Road, Finglas, Dublin 11.** Note forms will not be accepted by fax.

3.

Once authorised, you will be issued with a username and password to access your PCRS account.



## Completing an Online Application for List B Products:

### Information you will need before applying for the online approval:

**PATIENT INFORMATION:** Name, Patient Number OR Patient PPSN, Date of Birth, Address  
**PERSONAL INFORMATION:** Professional Registration number\*  
\*This is your CORU Registration Number

### STEP-BY-STEP: HOW TO APPLY FOR ONLINE APPROVAL

**STEP 1** Login to your **PCRS Account** at this link:

Click here or scan the QR code



**STEP 2** Fill in **patient information**. Note: Patient information will pre-populate in cases where you have previously completed an application for that same patient.

⚠ If patient details have not populated below after inputting Patient Number OR if entering only a PPSN please check that the information entered is correct before proceeding.

**STEP 3** Tick the box at the bottom and click **continue**

**STEP 4** Fill in **your details** and click **continue**

**STEP 5** Select **'Non First-Line Standard ONS'** from the **drop-down menu**

**STEP 6** Select the **product** you are applying for, **how often** a day your patient requires it (dose / frequency)\* and for **how long** (duration)\*\*:

**STEP 6a** Tick the **'yes'** box if your patient requires a **2nd List B ONS** and fill in the same information as above.

\*Clinical benefits of standard ONS are typically seen with 300-900 kcals/day in the community within 2-3 months (dependent on compliance)<sup>1</sup>  
\*\* Maximum duration is 6 months (except for patients with life-long approval - please refer to the back of this leaflet for more information.). Applying for this maximum duration will mitigate the need to complete another online application should the ONS script be extended following review

**STEP 7** Select **prescribing indication** from **drop-down list**.

**STEP 8** Provide the clinical rationale for selecting a **List B** product. Refer to the back of this leaflet for supporting information.

**STEP 9** Upload any supporting materials (e.g. documents that may support your rationale for choosing a List B product) and submit request.

Supporting documentation is not a mandatory requirement. Note: you will not be automatically notified if an application is approved, you will need to log in to check the status of your request.

### References:

1. HSE Prescribing Pathway for the Initiation and Renewal of Standard Oral Nutritional Supplements (ONS) for Adults Living in the Community, April 2019