

## Completing the Authorization for the Transition of Care and Parent/Caregiver Consent Form (TOC)

When an appropriate patient is identified for prophylaxis with SYNAGIS<sup>®</sup> (palivizumab) in the neonatal intensive care unit (NICU), submit an Authorization for the Transition of Care and Parent/Caregiver Consent Form to SYNAGIS CONNECT<sup>™</sup>. This form will help patients continue treatment after they are discharged from the NICU.

### The TOC can be submitted to SYNAGIS CONNECT<sup>™</sup> in 2 ways.



The paper form can be completed and faxed to SYNAGIS CONNECT<sup>™</sup>



The electronic TOC can be completed through the CoverMyMeds<sup>®</sup> portal

### TO COMPLETE THE ELECTRONIC TOC, FOLLOW THE STEPS BELOW.

#### STEP 1

- Log in to the **CoverMyMeds<sup>®</sup> portal** to view your dashboard page
- If you don't have an account, you can create one for free at **CoverMyMeds.com**

#### STEP 2

- From the dashboard page, click **"New Request"** in the upper left corner

#### STEP 3

- Under **"Find Your Medication,"** start typing **"SYNAGIS"** and select either **"100MG/ML solution"** or **"50MG/0.5ML solution"** from the dropdown menu
- Please note:** This selection will not affect the prescription of SYNAGIS. The necessary forms will populate regardless of dose strength selected.

#### STEP 4

- Scroll down to the **"Transition of Care (TOC)"** section and select the **"START TOC"** button

#### STEP 5

- You will be asked if the parent/caregiver is available to complete the Health Insurance Portability and Accountability Act (HIPAA) authorization
    - If possible, the parent/caregiver should complete the HIPAA authorization and provide a signature on screen. Otherwise, the parent/caregiver can sign a physical Parent/Caregiver Consent Form, which can be uploaded as an attachment
    - If the parent/caregiver is unavailable or unable to sign on screen, SYNAGIS CONNECT<sup>™</sup> will send the HIPAA authorization to the email provided in the **"Patient Information"** section once enrollment has been completed by the outpatient healthcare professional (HCP)
  - Whether or not parent/caregiver consent is obtained, continue to complete as much of the form as possible
  - You will be able to autopopulate some fields, including provider names and information, once they have been saved to the address book
- Please note:** If needed, you can click the **"SAVE"** button on the top of the page if you want to exit out and complete the form later.

#### STEP 6

- Once the fields flagged as **"Required"** are complete, the **"SUBMIT"** button will change from grey to pink and you can click to submit the form
- A message will pop up confirming that the TOC has been successfully submitted to SYNAGIS CONNECT<sup>™</sup>, which will contact the HCP to complete the enrollment process. If additional information is necessary, a Patient Access Coordinator will contact you. To speak with a Patient Access Coordinator about a patient's TOC, call SYNAGIS CONNECT<sup>™</sup> at **1-833-SYNAGIS (1-833-796-2447)**



Contact your Sobi representative to obtain a paper version of the TOC that can be faxed to SYNAGIS CONNECT<sup>™</sup> at 1-800-201-4938.