

Blue Tree NZ

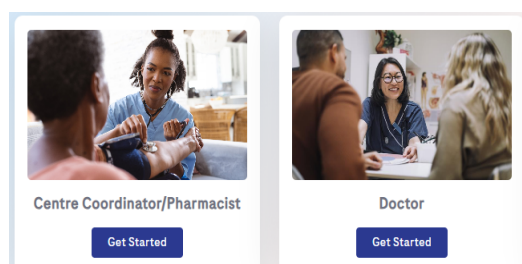
Platform for Cost Share Programmes Brief User Guide



How do I log in to Blue Tree NZ?

The Blue Tree NZ platform will be made available to users via a URL which will be shared closer to Go Live date.

- ❖ Doctors: access is through registration to [RocheHub](#)
- ❖ Centre Coordinators & Pharmacists will be registered by Roche CSP Coordinator.



How do I enrol a patient in a Cost Share Programme (CSP)?

A new patient enrolment can be initiated by a Centre Coordinator, a Pharmacist or a Doctor. If it is raised by a Centre Coordinator or Pharmacist, it will go to the prescribing Doctor for approval before it can be accepted by Roche CSP Coordinator.

After logging into the platform:

- ❖ Click on Enrol New Patient (top right)

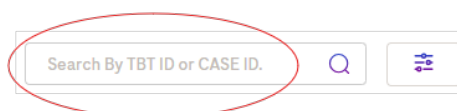


- ❖ If relevant, select the correct Centre from the drop down list
- ❖ At minimum, enter patient initials, date of birth and email address
- ❖ If the patient is under 20 years old, enter Caregiver details
- ❖ Enter Primary HCP details
- ❖ If relevant, enter Secondary HCP details
- ❖ Select CSP under Patient Access Solution, the Product, your preferred Distributor, the Sub-Category and the First Cycle Date
If relevant, enter the number of Cycles Prescribed and the Cycle Frequency
- ❖ Read the Terms & Conditions and tick the boxes at the bottom to confirm

The last step of the enrolment process is for the Roche CSP Co-ordinator to accept the request. Once the enrolment is accepted, the patient will receive an email from Blue Tree confirming their enrolment in the CSP, including our Privacy Statement and the Programme Terms & Conditions, as per our usual Confirmation of Enrolment process. The patient will also receive an email to register on Blue Tree NZ to view their profile, if they wish to do so.

How do I locate an existing patient?

From your dashboard view, if you know the patient's Blue Tree (TBT) or the CASE ID, enter it in the Search by field:



There is also the option to use the Advanced Search function:



Single or multiple filters can be applied in Advanced Search:

Advanced Search	
Case Status	Enrollment Date
Registered By	Select Patient Access Solution
Date of Birth	Account Status
Centre	Products
<div>Clear all</div> <div>Search</div>	

How do I enrol an existing patient in another Cost Share Programme (CSP)?

A patient may be enrolled in more than one CSP due to their treatment changing, e.g. a patient may need Kadcyla treatment after their Perjeta eBC programme.

To complete this enrolment:

- ❖ Locate the patient in the Patient List and click their Case ID to open their profile
- ❖ Click on New Case in the top right




If relevant, select the centre you see this patient at and follow the steps for enrolment.

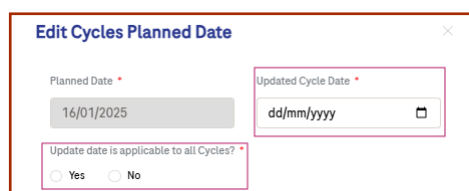
How do I add a treatment cycle for a patient?

Add a paid or free of charge cycle for a patient whose status is Active by selecting the arrow next to their TBT ID and selecting the CASE ID.

- ❖ Select "Cycle Details"



- ❖ Click the "Start" button; this creates the list as per No. of Cycles entered at enrolment, or automatically starts with 2 cycles. This list can be increased over time.
- ❖ Click Generate Cycle
- ❖ Click on the Pen 
- ❖ Confirm or enter an Updated Cycle Date, and whether this update reschedules future treatments



- ❖ For Paid cycles, upload de-identified evidence of purchase file, date and number of units of the medicine
- ❖ For Free cycles, enter date and number of units
- ❖ Click on Quantity and enter Units required to fulfill the prescribed dosage, this is for supply chain purposes
- ❖ Click Submit
- ❖ Once the treatment is administered, click the button under Completion Date and enter the date

How do I add cycles for a patient on a CSP that is part paid, part free of charge

For patients enrolled in a CSP that has a pattern of some paid, some free of charge cycles, eg Perjeta or Vabysmo, please follow this guidance:

- ❖ Enter the paid treatments and upload de-identified proof of purchase
- ❖ Enter the planned treatment dates for the free of charge cycle/s

These treatment dates can be confirmed at the 'Completion' step and any change to timing can be captured there. We need the planned treatment dates to release medicine for the free of charge cycles.

How do I add a split treatment cycle for a patient in a CSP that has a payment cap?

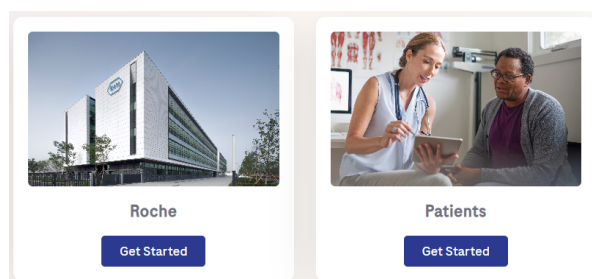
For patients enrolled in a CSP that has a dose or payment cap, eg Avastin, enter their paid treatment and upload de-identified evidence after each paid treatment, or when the patient reaches free cycles. When the patient reaches a cycle that is part paid and part free, please follow this guidance:

- ❖ Enter a cycle that is at the exact prescribed dosage that completes the payment or dosage cap
- ❖ If there are pre-generated cycles listed after this point, delete them



- ❖ Click the 'Add more' button and the following cycles will be Free of Charge

Please complete the remainder of this cycle using the same date and adjusting the dose as required to make the total of this entry + the paid entry the full Cycle Prescribed Dosage



How are HCL orders managed for centres whose free of charge cycles are ordered by Roche CSP Coordinator?

The process for ordering free of charge medicines for centres that Roche CSP Coordinator places orders for, will not change.

The Coordinator will receive a daily report from Blue Tree NZ that will be sent to HCL for processing.

Please allow 3-5 business days for the turn-around of these requests, as per current guidelines.