

INSTRUCTIONS FOR COMPLETING MEMORANDUM OF UNDERSTANDING (MOU) WITH CHILDREN'S HOSPITAL LOS ANGELES (CHLA) FOR PURGING OF STEM CELLS

The purpose of the memorandum of understanding (MOU) is to guarantee payment for purging services to CHLA. Your institution will need to obtain payment from the patient's third party payor for these services. It is not possible for CHLA to bill directly to third party payors for stem cell products which are shipped to us.

This MOU needs to be completed **ONLY** by centers who will perform PBSC pheresis/bone marrow harvest to obtain stem cells to be shipped for purging at CHLA. For example, if you refer your patients to another site for the PBSC pheresis or marrow harvest, **ONLY** that site needs to complete the MOU.

The MOU applies to purging of either peripheral blood stem cells (PBSC) or bone marrow from patients with neuroblastoma, since it is possible that some patients may utilize purged marrow for the A3973 study instead of PBSC. The MOU applies to all patients collected/shipped from your institution (ie does not need to be redone for each individual patient). This MOU applies to patients treated on study per COG protocols, NANT protocols, and compassionate therapies which require purging of stem cells.

STEPS TO COMPLETE MOU:

1. Download document from COG website.
2. MOU must be signed by an **AUTHORIZED** financial officer from your institution.
3. FAX signed MOU back to Gabriela Ornelas, CHLA, at FAX #: (323) 906-8052
4. If you have any questions regarding this MOU, please direct them initially to the CHLA Autologous Stem Cell Transplant Office at 323-669-4565 (Robert Torres), who will direct you to the appropriate person to handle your question.
5. The first step to obtaining insurance coverage for your patient to receive therapy per the A3973 protocol is to submit a letter modelled after the sample available on the COG website under the heading of A3973 protocol documents. There is also a purging web site with further detailed information and back-up documentation The purging website has an additional insurance letter to use for authorization of purging **ONLY** if additional information is requested from the third party payor. In most cases, the initial letter is sufficient to obtain authorization, based on our experience in a pilot study using purged PBSC for neuroblastoma. The web site can be found at:
purging.nant.org