

The following process outlines the steps you need to take to initiate your JELMYTO order, as well as pre-procedure and day of procedure protocols.

Process Initiation

When a request is received for JELMYTO, it is important that the appropriate people are involved in the acquisition process so the patient receives the medication on schedule.

IDENTIFY KEY STAKEHOLDERS

Pharmacy Contacts

Identify Site of Care

Clinic OR ASC

Submit Declaration letter

EMR build – create JELMYTO order set for ordering, scheduling, & approving

Procurement of JELMYTO & **Return Policy**

Compounding

Revenue Cycle Management

Finance—contracts & pricing

Billing—claim submission

Determine facility needs and patient volume via diagnosis codes

Clinic Contacts

Patient Enrollment Form

Prior Authorizations

Scheduling

Nursing and SPD

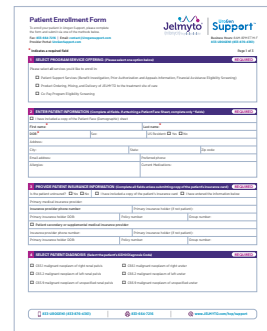


Pre-Procedure

Once the patient is identified, the following steps will ensure JELMYTO is ordered and delivered for the scheduled instillation procedure.

1 CLINIC BILLER & INTERNAL TEAM

- ▶ Submit a **UroGen Patient Enrollment Form** to UroGen Support at **Contact@UroGenSupport.com** for enrollment and benefit verification
- ▶ Biller will perform a parallel benefit verification and complete prior authorization if necessary
- ▶ Confirm payer contract for JELMYTO
- ▶ Once benefits are confirmed, patient can be scheduled for the 6 weekly instillations



2 SCHEDULER

- ▶ For antegrade instillation, schedule nephrostomy tube placement with IR then follow steps below
- ▶ For retrograde instillation, book the cases using the EMR case booking created by your facility
- ▶ Once cases are booked, the scheduler will compose an email that includes the following: patient name, MRN, date/time of procedure, name of surgeon, and instillation location
- ▶ The composed email should be sent to the following individuals/groups:

Urology Group: _____

Pharmacy Group: _____

Other Contacts: _____

Please note, if the case date/time is canceled or changed, the same group should be notified ASAP.

3 PHARMACY SUPPLY CHAIN

- ▶ Once the scheduling email is received, the Pharmacy Team will email UroGen Support at **Contact@UroGenSupport.com** or call **833-876-4361** to place the JELMYTO order.

The email will need to contain the following information:

Patient name, MRN, date/time of instillation, Cardinal or Cencora-Besse Acct# (WAC or 340B), PO#, and shipping request

Doses can be ordered weekly or in bulk (6). If ordered after 2 PM EST, JELMYTO will ship the next weekday

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4 APPOINTMENT CONFIRMATION: DAY BEFORE INSTILLATION

- ▶ Scheduler sends an email that includes the following: patient name, MRN, date/time of procedure, name of physician, and instillation location (OR or Clinic)
- ▶ The email should be sent to everyone in Section 2 as well as Contact@UroGenSupport.com
- ▶ If no email is received, UroGen Support will follow up with the clinic scheduler to ensure the patient is confirmed

Please note, if the case date/time is canceled or changed, the same group should be notified ASAP.

5 PROVIDER ORDER ENTRY IN EMR

- ▶ Order premedication and lab testing at physician's discretion
 - Prescription: 3900 mg sodium bicarbonate tablets should be sent to the patient's pharmacy to allow the patient to complete 1300 mg the night prior to procedure/morning of/30 min prior (hold 30 min prior dose if using general anesthesia)
 - Labs: Platelet count, WBC differential, and HGB
- ▶ Physician will enter the signed/held order into EMR

SAMPLE

The screenshot displays a patient's 'My Health Chart' interface. At the top, there is a navigation bar with a menu icon, the title 'My Health Chart', and options for 'My Chart' and 'Log out'. Below this is a section for 'Appointment and Visits' with a 'Schedule an appointment' button. A filter dropdown is set to 'Upcoming' with a 'More filter options' link. The main content area is titled 'Upcoming Visits' and shows a list of three items:

- AUG 14 2022 Hospital Outpatient Pharmacy**
SODIUM BICARBONATE PRESCRIPTION
Take 1300 mg the night prior to procedure
- AUG 15 2022 Hospital Outpatient Visit**
JELMYTO APPOINTMENT
Arrive by 9:45 AM EDT
Starts at 10:00 AM EDT
- AUG 15 2022 Hospital Outpatient Visit**
LAB APPOINTMENT
Platelet count, WBC differential, and HGB

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Day of Procedure

Follow the steps outlined here to ensure the instillation day process is efficient and billing codes are correct. Please be sure to note the process for credit should JELMYTO not be instilled as scheduled.

1 NURSE & PHARMACY

- ▶ Release the JELMYTO order once the patient arrives
- ▶ Pharmacists will verify the order once released

2 PROVIDER/NURSE

- ▶ During the first instillation, the provider will perform the necessary volumetric measurement to determine the JELMYTO dose
- ▶ Once the dose is instilled, update the dose given in the medication record in the EMR
- ▶ The same dose will be given for all subsequent instillations

3 BILLING

- ▶ Billing will submit claim for reimbursement. Medication billing will be pulled from the dose entered on the Medication Administration Record (MAR)
- ▶ The total dose to be billed for each instillation should equal 80 mg, which includes the amount instilled plus the amount wasted during the procedure and compounding (20 mg). The wastage will be indicated by the JW modifier

SAMPLE BILLING

Code	Modifier	Units
J9281		32
J9281	JW	48*

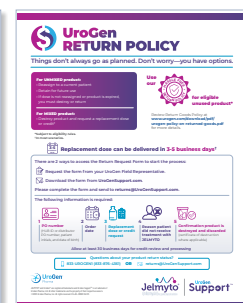
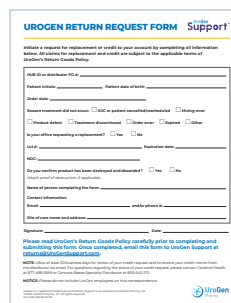
*Includes 20 mg waste from mixing and 28 mg of drug not used on the patient during the procedure.

4 RETURN POLICY

There are 2 ways to access the Return Request Form to start the process:

- ▶ Request the form from your UroGen Field Representative
- ▶ Download the form from UroGenSupport.com
- ▶ Please complete the form and send to returns@UroGenSupport.com

In most scenarios, your replacement dose can be delivered in 3-5 business days. Allow at least 30 business days for credit review and processing. For more information, review the [UroGen Return Goods Policy](#).



Please see accompanying [Full Prescribing Information](#), [Instructions for Pharmacy](#), and [Instructions for Administration](#).

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