## AWOD SEDs – general remarks

The documents include the possibility to indicate whether the SED is related to an accident at work or to an occupational disease.

Although some of the items in SEDs were established as *not mandatory*, it is important to remember that whenever a Member State sends a document, it must provide as much information as possible in order to allow swift procedures and effective communication.

Note that in the absence of information that allows Member State to identify a person, to determine if the person is insured, or to link the person with a particular accident at work or occupational disease, a Member State would not be able to provide the answer.

Regardless of the data, individual for each SED, all documents include some fields that are common for all of the SEDs (apart from attachments and additional information in Reimbursement SEDs), such as:

**Attachments:**

* Attachments shall provide additional data indispensable to consider the particular SED, e.g. official documents to certify a piece of information or a fact, if necessary. The Competent Institution verifies the substance of the attachment, e.g. the legal value of a document, under the legislation applicable in the competent Member State.
* As various and numerous documents may be attached to the SED, it is assumed not to rewrite the content of an attached document into the SED. It is also inadvisable when information given in the “Additional Information” section duplicates the entire content of an attached document.
* A list of attachments may be added as a separate file, if necessary.

**Person identification** **data:**

* This section allows identifying the subject person and it has a common format across sectors.
* For the reimbursement processes, in which the person is already identified, the section for person identification has been limited to a minimum data set.

Personal Identification Number (PIN) is a unique personal identification number issued by a state or organization. The entered PIN should be a number assigned to the person under a National Registration scheme. Where a National Registration Number is not available, a sector number (i.e. Social Security, Health Registration Number) should be provided. It is important to remember that the PIN could be changed in subsequent stages of the process, just like the case number.

**Address:**

Although the address of a person is not mandatory, it should be indicated whenever available, because:

* The member state which has to reply might need to contact the person in question before the reply can be prepared;
* The address indicated in SED allows establishing which Member State is considered as a country of residence or stay.

**Reference to accident at work or occupational disease:**

* Since the regulation on the coordination of social security systems applies to both accidents at work and occupational diseases, the SEDs include the possibility to **indicate whether the SED is related to an accident at work or an occupational disease**. This does not apply to SEDs which are dedicated **either** to accident at work **or** to occupational disease.
* This information might be necessary, particularly when the Member State has two different institutions, one of them in charge of accidents at work and the other one of occupational diseases.
* It is highly important to indicate the data describing the accident or occupational disease, such us a date of accident or date when the occupational disease was diagnosed, the code of the injury / disease caused by the accident at work or the code used to identify the occupational disease and the description of the injury / disease caused by the accident at work or the description / type of the occupational disease in order to correctly confirm the entitlement if person had various accidents at work or several occupational diseases.

**Employer:**

* Information about employer is necessary because in case the Member State does not have a central registry of insured persons and multiple AWOD insurance institutions exist, the employer is the only source of information on the competent insurance institution for the employee.
* The SEDs related to an occupational disease require information about the full career of the person who applies to get a benefit in order to determine which country is the competent one in case of multiple exposures to the risks of occupational disease. It is recommended to give the Employer PIN especially when no PIN of the person concerned is available.
* This item can include a large variety of entities or person having a status, rights and obligations defined by law. It can include employers, self-employed, etc.

**Additional information:**

Oftentimes an institution needs to provide additional information on the case/request/reply (such as a written description or details related to the information already provided in the other data elements of the SED). If the additional information entered requires more space than the explanation could be included as an attachment. Note that any additional information, inline or in attached, provided in the national language will require a translation.

**Mandatory data:**

* Each sector defined which data fields should be mandatory due to their business requirements. Mandatory fields are marked with the STAR symbol (“ \* “) and they must be filled.
* Sometimes the mandatory fields are subject to a conditional validation rules, therefore some items become mandatory\* only if a specific option or reply was chosen earlier.
* If the mandatory items are a part of the optional section, this means that section will be optional as long as nothing is filled in. However if at least one item is provided than the item with STAR symbol becomes mandatory.