### DA010 – Claim for Reimbursement - Benefits in Kind (CLA)

**Purpose of the SED:**

The SED DA010 is used to claim for a reimbursement of the benefits in kind provided in respect of an accident at work or occupational disease.

DA010 can be sent only within 12 months of the end of the calendar half-year during which the claims were recorded in the accounts of the creditor institution. A set of controls is included in the SED to check the deadline, i.e. mandatory information about the year in global part and date on which the creditor institution has recorded the claims in each individual claim.

Acronyms used in DA010:

* CLA – claim for reimbursement.

Reimbursement SEDs includes 2 parts: global and individual. Because the individual part is repeatable the SED DA010 may include a large amount of single claims which will require replies on the subsequent SEDs.

All reimbursement SEDs have reference number fields, which allow to “connect” SEDs with each other, even if the same SED is sent several times. Additionally, reference fields are foreseen in the global part of SED and in the part with individual claims, therefore the individual part always has a link to the global part. This is crucial for cases when the individual claims from one reimbursement request (DA010) are divided by the liaison body and sent for verification to the competent institutions in the country.

**The purpose of the references number in reimbursement SED:**

* Global references placed on the **global part of SED**, i.e. Global CLA reference number, Global COC reference number, connects the SEDs on the global level, i.e. connects the DA016 (contestation) with the DA010 (claim);
* Individual references placed on the **individual part of SED**, i.e. Individual CLA number, Individual CRN number, connects the SEDs on individual level, i.e. connects individual contestation on DA016 with individual claim on DA010;
* Global references placed on the **individual part of SED**, i.e. Global CLA reference number, Global COC reference number, connects the individual part with global part of SED, i.e. connects individual CLA on DA010 with global part of DA010 and connects the individual parts with global part of previous SEDs, i.e. connects individual COC (DA016) not only with global part of DA016 but also with the global part of the original claim (DA010).

DA010 SED is sent by the Creditor Liaison Body to the Debtor Liaison Body to claim for the costs of the treatment provided to the persons whose treatment has been acknowledged as occupational in the Member State of a debtor.

Global part of DA010 (“Global note – CLA”) includes the following mandatory fields:

* **Reference number** – “Global CLA reference Creditor Liaison Body” – a reference number of the claim which allows to identify the claim in the next steps of the exchange and in any future communication (links the SEDs). It is a unique number for a given global claim and is repeated subsequently in the following SEDs at the global and at the individual level of SED;
* **Total number of individual claims –** which summarizes the number of individual claims and should be equal to the number of repeated (⭮) individual parts;
* **Total amount of the benefits** – which summarizes the amounts of the benefits specified in each individual part;
* **Information about the year** – details about the financial year on which the benefits were recorded in the accounts of the creditor institution in order to specify the deadline for request of reimbursement;
* **Bank Details** – which gives as mandatory IBAN and as optional BIC/SWIFT number for the purpose of the transfer of money;
* **Date of submission** – with a date on which DA010 is submitted by the Creditor Liaison Body (Case Owner). This information sets two deadlines:
  + First to establish the deadline for the acknowledgement (DA011) – debtor Member State shall acknowledge receipt of the claim within two months from the date of receipt of the claim (Art. 18 par. 2 Decision S9);
  + Second to confirm when the claim has to be finalized – as the claims shall be paid to the liaison body of the creditor Member State within 18 months of the end of the month during which the claim was introduced to the liaison body of the debtor Member State. This deadline does not apply to the claims which the debtor institution has rejected for relevant reasons within that period. Any dispute concerning a claim shall be settled at the latest within 36 month following the month in which the claim has been introduced;

Individual part of DA010 (“Individual CLA”), which can be repeated (⭮), allows to provide information about each specific individual claim and includes the following mandatory fields:

* **ID Creditor / Debtor Institution** – with identification data (Institution ID, institution name) either of the institution of the place of residence / stay which provided benefits and requested reimbursement (Creditor) or the competent institution which issued entitlement document and is responsible for covering the cost of the benefits (Debtor);
* **References** – a set of references which allows to identify the claim on global and individual level, including:
  + “Global CLA reference Creditor Liaison Body” – a reference number of the original claim copied from the global part of DA010, it allows to link every individual CLA in DA010 with its global part of DA010 – this is necessary if the individual CLA from DA010 are divided in order to be reviewed by different clerks or different CI;
  + “Individual CLA number Creditor Liaison Body” – a reference number of the individual claim which allows to identify the individual claim in the next steps of the exchange and in any future communication (links the SEDs). It is a unique number for a given individual claim and is repeated subsequently in the following SEDs at the individual level of SED.
* **Date** when Creditor Institution **recorded the CLA** – allowing to check if the claim is introduced within the deadlines. It is possible to indicate only one date and at the same time many different types of benefits therefore it is advised to give the date of the first benefits recorded for the person in the accounts of the creditor institution. It will allow avoiding situation when a claim is introduced after the deadline set in the regulation;
* **Person receiving benefits** – information about the person who received the benefits in kind;
* **Entitlement document** – an entitlement document based on which benefits were provided and its validity period, with following possible choices:
  + DA1 – portable document issued for a person;
  + DA002 – SED issued for an institution in case of stay or residence;
  + DA007 – SED issued for an institution in case of the scheduled treatment;
  + DA063 – SED issued for an institution in case of the transport;
  + E123 – E form issued for a person;
* **Details of the benefits provided**:
  + Relation to AWOD – with choice between accident at work and occupational disease;
  + Benefits period – the period in which the benefits were provided;
  + Detailed benefits amount – amount of each specific benefits, i.e. medical care, medicine, dental care, long term care;
  + Hospitalisation benefits – a repeatable section with hospitalisation amount and period of the hospitalisation;
  + Other benefits – a repeatable section with benefits amount and possibility to describe the other benefits which do not appear/are not listed under previous sections;
* **Total** **amount benefits** – the amount of the benefits calculated for the individual claim. This amount is being summarized in the **Total amount of benefits** in the global part.

It is not possible to add attachments to DA010.

For general remarks applicable to all the AWOD SEDs click [here](AWOD_SEDs_General_Remarks.docx).

[In order to see the content and explanatory notes of SED DA010 please click here.](Forms/DA010_en.htm)