

APPROVED

International Process Guidelines

Sickness

S\_BUC\_09 – Scheduled treatment – Request extension of authorisation in Member State of Stay

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**Document history:**

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| --- | --- | --- | --- |
| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| V0.1 | 23/05/2017 | Secretariat | First draft of the document submitted for review to the Sickness Ad Hoc group |
| V0.2 | 27/06/2017 | Secretariat | New version of the document, after review from AHG |
| V0.3 | 02/08/2017 | Secretariat | Modifications to take into account:  - The change request EESSI-1849: S075 and S076 are replaced by Horizontal SEDs  -The change request EESSI-1798: Added sub-process AD\_BUC\_07 'Reminder'  Version submitted for AC review. |
| V0.4 | 20/09/2017 | Secretariat | Implemented changes and updates following the AC comments. |
| V0.99 | 05/10/2017 | Secretariat | Implemented changes and updates following the AC review. Version submitted for AC approval. |
| V1.0 | 11/12/2017 | Secretariat | **AC approved version.** |
| V1.1 | 25/01/2018 | Secretariat | Correction of link between SEDs and Forms – JIRA Ticket EESSI-2436 |
| V4.1.0 | 11/09/2018 | Secretariat | Performed patch changes to reference the new CDM version 4.1.0 |

# S\_BUC\_09 – Schedule treatment – Request extension of authorisation in Member State of Stay

**Description:** When an insured person has been granted an authorisation for a scheduled treatment outside the Member State of residence / competent Member State and he/she required an extension of it, the insured person, in practice most likely at the demand of the care provider (hospital, doctor …) treating the patient, requests the institution of the Member State of stay for an extension of the authorisation (portable document S2) to receive the treatment.

The case described hereafter models the process to exchange the information required for an institution of the Member State of stay to request for an extension of this authorisation.

**Legal Base:** This Business Use Case document's legal base is described in the following Regulations

* Basic Regulation (EC) No 883/2004
* Implementing Regulation (EC) No 987/2009

The following matrix specifies the SEDs that are used in this Business Use Case and documents the articles that provide the legal basis for each SED.

|  |  |  |
| --- | --- | --- |
|  | Basic Regulation No 883/2004 | Implementing Regulation No 987/2009 |
| **SED** | **20** | **26** |
| S035 Request for extension of entitlement document – scheduled treatment | **✓** | **✓** |
| S037 Reply to request for extension of entitlement document – scheduled treatment | **✓** | **✓** |

**Request – Reply SEDs**

The following table specifies the SEDs that have a logical pairing to one another, usually this is known as a request-reply pair.

| **REQUEST SED** | **REPLY SED(s)** |
| --- | --- |
| S035 Request for extension of entitlement document – scheduled treatment | S037 Reply to request for extension of entitlement document – scheduled treatment |

**Glossary of relevant terms used in S\_BUC\_09:**

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| **Term used** | **Description** |
| *Case Owner* | In this BUC the Case Owner is the institution of the Member State of stay where the insured person is receiving an appropriate (scheduled) treatment. |
| *Counterp**arty* | In this BUC the Counterparty is the institution of the Competent Member State entitled to grant an authorisation to receive an appropriate treatment. |

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# How to start this BUC?

In order to help you understand S\_BUC\_09 we have created a set of questions that will guide you through the main scenario of the process as well as possible sub-scenarios or options available at each step along the way. Ask yourself each question and click on one of the hyperlinks that will guide you to the answer. You will notice that in some of the steps, where it is allowed to use the additional horizontal and administrative sub-processes, they will be listed under the step description.

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| What is my role in the social security exchange of information I have to complete? |
| If you are the institution of a Member State where the insured person is receiving an appropriate (scheduled) treatment, and he/she or his/her care provider requests an extension of the authorisation ([portable document S2](../../PDs/Word/S2/S2.docx)) to receive the treatment, your role will be defined as the **Case Owner**.  [I am the Case Owner.](#choose_CP)  (step CO.1) |
| If you are the institution that receives a 'Request for extension of entitlement document – scheduled treatment’ SED S035 from an institution of another Member State of stay where the insured person is receiving an appropriate (scheduled) treatment, in order to inform that institution on the decision to grant an authorisation to receive an appropriate treatment, your role will be defined as the **Counterparty**.  [I am the Counterparty. (](#_CP.1_What_should)step CP.1) |

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| CO.1 **Who do I need to exchange information with?** |
| As the Case Owner, your first step in any new request for extension of entitlement document – scheduled treatment will be to identify the responsible Member State that you need to exchange information with. The second step is to identify the relevant institution in this Member State that is responsible for the information you require. In this Business Use Case, the institution can be chosen only among the institutions responsible for health insurance. This activity will define the Counterparty you will be working with in the gathering of information. There can only be one Counterparty in this Business Use Case.  [I need to identify the Counterparty. (step CO.2)](#identify_institution)  [I have identified the Counterparty I need to contact](#CO3). (step CO.3) |

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| CO.2 How do I identify the correct institution to exchange information with? |
| In order to determine the relevant Competent Institution from another Member State you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Competent Institutions and Liaison Bodies that have been responsible for the cross border coordination of social security information for each of the relevant Member States.  Please note that the Liaison Body should be chosen only if it is impossible to identify the correct Competent Institution in the respective Member State or if the case is handled by the Liaison Body.  To access the IR please use the following link.  [I have now identified the Competent Institution from the Member State I need to contact](#CO3). (step CO.3) |

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| CO.3 How do I proceed after having identified the Counterparty? |
| Fill out the ‘Request for extension of entitlement document – scheduled treatment’ [SED S035](../../SEDs/S035.docx) by entering the date on which the authorisation ([portable document S2](../../PDs/Word/S2/S2.docx)) was issued by the competent institution and other relevant information. It is recommended to attach a medical report containing the necessary medical information in order to allow the competent institution to examine the request for an extension of the authorisation it has issued. Afterwards, you send the SED S035 to the identified Counterparty.  Please note that the SED S035 always concerns only a single person. If you need entitlement documents for several people, you will need to execute the Business Use Case several times.  The Counterparty will then fill in the ‘Reply to request for extension of entitlement document – scheduled treatment’ [SED S037](../../SEDs/S037.docx) to inform you of the decision in respect of the extension of the entitlement document for a scheduled treatment and send it to you.  Optionally, the Counterparty may use the [sub-process H\_BUC\_08 'Medical Information'](../../../Horizontal_Sub-Processes/H_BUC_08_Subprocess.docx) and send SED [H120 Request for Medical Information](../../../Horizontal_Sub-Processes/SEDs/H120.docx) to you, before replying with a SED S037.  [I have received SED S037 from the Counterparty.](#CO5) (step CO.5)  [I have received SED H120 from the Counterparty](#_CO.4_How_do). (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to send reminder in order to receive Information expected and not yet received (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx) |

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| CO.4 How do I proceed after having received the ‘Request for Medical Information' SED? |
| After you have received SED H120 from the Counterparty, you need to fill in [H121 Reply/Notification for Medical Information](../../../Horizontal_Sub-Processes/SEDs/H121.docx) by entering the requested additional information, and send the SED H121 to the Counterparty.  Upon receiving the SED H121, the Counterparty can continue to answer your request in SED S035 by filling in the S037 and send it to you.  [I have received SED S037 from the Counterparty](#_CO.5_How_do). (step CO.5) |

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| CO.5 How do I proceed after having received the ‘Reply for extension of entitlement document – scheduled treatment'? |
| After you have received the [SED S037](../../SEDs/S037.docx) from the Counterparty, you are informed of the decision of the Counterparty. The international Business Use Case ends here. You will have to inform the insured person, or the care provider of the decision according to your national procedures. |
| Sub-process steps available to the Case Owner at this stage:  [I want to request ad-hoc information from the Counterparty (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx) |

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| CP.1 What should I do if I have received the Request for extension of entitlement document – scheduled treatment SED S035?? |
| If you have received a [SED S035](../../SEDs/S035.docx) from the Case Owner, please verify if it is possible for you to take a decision on the request for extension of entitlement document for the scheduled treatment.  If you have sufficient information to make the decision you need to fill in a ‘Reply to request for extension of entitlement document – scheduled treatment’ [SED S037](../../SEDs/S037.docx) by specifying its decision in respect of the extension of the entitlement document for a scheduled treatment, either granting the extension by entering the validity period for it or not granting it by entering the reason for refusal. Then, send SED S037 to the Case Owner. The business use case ends here.  If you need additional information on the scheduled treatment, you have to use the sub-process [H\_BUC\_08 'Medical Information'](../../../Horizontal_Sub-Processes/H_BUC_08_Subprocess.docx), fill in a SED [H120 Request for Medical Information](../../../Horizontal_Sub-Processes/SEDs/H120.docx), and send to the Case Owner.  In response to your SED H120, you expect to receive a SED [H121 Reply/Notification for Medical Information](../../../Horizontal_Sub-Processes/SEDs/H121.docx) from the Case Owner.  Once you received the additional information, you can reply with completing SED S037. |
| Sub-process steps available to the Counterparty at this stage:  [I want to forward the case to another Competent Institution in my Member State (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to request ad-hoc Information from the Case Owner (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)  [I want to request Medical Information from the Case Owner (H\_BUC\_08).](../../../Horizontal_Sub-Processes/H_BUC_08_Subprocess.docx)  [I want to send reminder in order to receive Information expected and not yet received (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx) |

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# BPMN diagram for S\_BUC\_09

Click [here](../../BPMN_Diagrams/S_BUC_09_Diagram.pdf) to open the BPMN diagram(s) for S\_BUC\_09.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in S\_BUC\_09:

* [SED S035 – Request for extension of entitlement document – scheduled treatment](../../SEDs/S035.docx)
* [SED S037 – Reply to request for extension of entitlement document – scheduled treatment](../../SEDs/S037.docx)

# Portable Documents

The following Portable Document (PD) is relevant for S\_BUC\_09:

* [PD S2 – Entitlement to scheduled treatment](PDs/S2.docx)

# Administrative sub-processes

The following administrative sub-processes are used in S\_BUC\_09:

* [AD\_BUC\_05\_Subprocess – Forward Case](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_07 Subprocess – Reminder](../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)

The following sub-processes are used for the handling of exceptional business scenarios that arise due to the exchange of social security information in an electronic environment and can be used at any point in the process:

* [AD\_BUC\_11\_Subprocess – Business Exception](../../../Administrative_Sub-Processes/AD_BUC_11_Subprocess.docx)
* [AD\_BUC\_12\_Subprocess – Change of Participant](../../../Administrative_Sub-Processes/AD_BUC_12_Subprocess.docx)

# Horizontal sub-processes

The following horizontal sub-process is used in S\_BUC\_09:

* [H\_BUC\_01\_Subprocess – Ad-hoc Exchange of Information](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)
* [H\_BUC\_08\_Subprocess – Ad-hoc Medical Information](../Horizontal_Sub-Processes/H_BUC_08_Subprocess.docx)