

APPROVED

International Process Guidelines

S\_BUC\_12 – Application for Cash Benefits Related to Incapacity for Work

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Common Data Model version 4.1.0

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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 | 02/08/2017 | Secretariat | New version of the document, after review from AHG. Version submitted for AC review. |
| 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.** |
| V4.1.0 | 11/09/2018 | Secretariat | **Performed patch changes to reference the new CDM version 4.1.0** |

# S\_BUC\_12 – Application for cash benefits related to incapacity for work

**Description:** The purpose of this S\_BUC\_12 is to transfer the medical certificate related to an incapacity for work of the person concerned from the Competent Institution in the Member State of residence/stay to the institution of the competent Member State for the insure person.

This BUC is only relevant for cases where doctors in the Member State of residence/stay do not issue medical certificates for incapacity for work or are not in a position to issue such a certificate in a specific situation on the basis of national law, e.g. if the period for which the medical certificate can be issued has expired.

In this case the person shall turn to the institution of the Member State of residence/stay in charge of forwarding claims for cash benefits (medical certificates) to the Competent Institution.

**Legal Base:** S\_BUC\_12 is based on Regulation No 883/2004 and Implementing Regulation No 987/2009. The following table specifies the specific SEDs used in this BUC and documents the articles that provide the legal basis for it:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SED** | Basic Regulation No 883/2004 | Implementing Regulation No 987/2009 | | |
| 21 | 27(3) | 27(8) | 27(10) |
| S055 Application of Cash Benefits | **✓** | **✓** | **✓** | **✓** |

**Glossary of relevant terms used in S\_BUC\_12:**

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| **Term used** | **Description** |
| *Case Owner* | In this BUC the Case Owner is the institution of the Member State of residence/stay that transfers a medical certificate related to incapacity for work to the Competent Institution. |
| *Counterparty* | In this BUC the Counterparty is the institution of the competent Member State for the insured person. The Counterparty receives the application for cash benefits for an insured person who is incapable to work. |

# How to start this BUC?

In order to help you understand S\_BUC\_12 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 Competent Institution of a Member State where the person in question currently resides/stays, that wants to apply for cash benefits concerning incapacity for work due to sickness, maternity or paternity, and want to submit the medical certificate to the institution in the competent Member State for the insured person, your role will be defined as the **Case Owner**.  [I am the Case Owner](#_CO.1_Who_do). (step CO.1) |
| If you are the Competent Institution of a Member State for a insured person and receive an ‘Application for Cash Benefits’ [SED S055](../../SEDs/S055.docx) from a Competent Institution of another Member State in order to apply for cash benefits concerning incapacity for work due to sickness, maternity or paternity of the person in question, your role will be defined as the **Counterparty**.  [I am the Counterparty.](#_CO.4_How_do) (step CP.1) |

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| CO.1 **Who do I need to transmit information to?** |
| As the Case Owner, your first step in any new exchange of information will be to identify the responsible Member State where the person is insured. The second step is to identify the relevant institution in this Member State that you need to exchange information with. This activity will define the Counterparty you will be working with. There can be only one Counterparty.  [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 ‘Application for Cash Benefits’ [SED S055](../../SEDs/S055.docx) by entering all the required data and send the SED S055 to the identified Counterparty.  If the incapacity to work corresponds to the time frame communicated in SED S055, the Business Use Case ends here.  If the incapacity to work lasts longer than the duration stated in the institution’s medical certificate attached to SED S055, a new SED S055 should be sent. The personal information contained should be sufficient to relate the first SED S055 to the subsequent ones. As an option, you may refer to the previous SED S055 or incapacity for work period in the additional information section.  If you want to send another SED S055 to the Counterparty, repeat these steps. |
| Sub-process steps available to the Case Owner at this stage:  [I want to invalidate the sent SED S055 (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx) If you invalidated a SED S055, you may send a new SED S055 afterwards. |

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| CP.1 What should I do if I have received the ‘Application for Cash Benefits’ SED S055? |
| If you have received an ‘Application for Cash Benefits’ [SED S055](../../SEDs/S055.docx) from the Case Owner, please verify according to your national procedures that you are competent to treat this particular case. If you are competent to treat the case, you need to handle the case according to your national procedures.  If the incapacity to work lasts longer than the duration stated in the S055, the Case Owner may send another SED S055, so you may need to repeat this process several times.  Afterwards your Business Use Case ends here. |
| Sub-process steps available to the Counterparty at this stage:  [I want to forward the case to another Competent Institution in my Member State because I am not or no longer competent to treat it (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 notify the Case Owner that the received SED S055 has been rejected (AD\_BUC\_09).](../../../Administrative_Sub-Processes/AD_BUC_09_Subprocess.docx) |

# BPMN diagram for S\_BUC\_12

Click [here](../../BPMN_Diagrams/S_BUC_12_Diagram.pdf) to open the BPMN diagram(s) for S\_BUC\_12.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in S\_BUC\_12:

* [SED S055 – Application of Cash Benefits](../../SEDs/S055.docx)

# Horizontal sub-processes

The following horizontal sub-process is used in S\_BUC\_12:

* [H\_BUC\_01\_Subprocess: Ad hoc Exchange of Info](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)rmation

# Administrative sub-processes

The following administrative sub-processes are used in S\_BUC\_12:

* [AD\_BUC\_05\_Subprocess – Forward Case](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_06\_Subprocess – Invalidate SED](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)
* [AD\_BUC\_07\_Subprocess – Reminder](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)
* [AD\_BUC\_09\_Subprocess – Reject SED](../../../Administrative_Sub-Processes/AD_BUC_09_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)