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APPROVED

**International Process Guidelines

Sickness

S\_BUC\_14b – Information Related to Incapacity for Work – given by Institution of Place of Residence/Stay

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**Document history:**

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| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| V0.1 | 23/5/2017 | 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. |
| V0.3 | 22/09/2017 | 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.** |
| V4.1.0 | 11/09/2018 | Secretariat | **Performed patch changes to reference the new CDM version 4.1.0** |

# S\_BUC\_14b – Information Related to Incapacity for Work – given by Institution of Place of Residence/Stay

Description: An insured person residing or staying in a Member State other than the Competent Member State shall be entitled to cash benefits provided by the competent institution in accordance with the legislation it applies.

In case of sickness, maternity or paternity the insured person shall send the certificate to the competent institution within the time limit laid down by the legislation of the Competent Member State. In this kind of situation, the insured person receives cash benefits from the Competent Member State.

This particular case deals with the situation where the institution of the Member State of Residence/Stay provides the institution in the Competent Member State with information related to incapacity for work of the insured person concerned.

At least two scenarios are covered by this case:

1. The institution of the place of residence/stay sends information about the end of incapacity for work of the person concerned;

2. If the institution of the place of residence/stay is in possession of other crucial information related to incapacity for work of the person concerned, it may send it to the institution in the Competent Member State.

If the competent institution received several medical certificates sent with SED S055 for an ongoing incapacity for work, the institution of the place of residence/stay may send information on the end date of incapacity for work.

If the sick leave ended before the end of the period stated in the medical certificate(s) issued by the doctor and submitted by the insured person to the competent institution, the insured person shall inform the competent institution about this in accordance with law provisions applicable in the Competent Member State.

**Legal Base:** The 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.

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|  | **Basic Regulation (883/2004)** | **Implementing Regulation (987/2009)** | | |
| **SED** | **21** | **2(2)** | **27(3)** | **27(10)** |
| S048 - Information Related to Cash Benefits in respect of Incapacity of Work or other crucial information | **✓** | **✓** | **✓** | **✓** |

**Glossary of relevant terms used in S\_BUC\_14b:**

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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 which sends to the competent institution information related to incapacity for work. |
| ***Counterparty*** | In this BUC, the Counterparty is the competent institution which receives information from the institution of the Member State of Residence/Stay in respect of incapacity for work. |

## How to start this BUC?

In order to help you understand S\_BUC\_14b 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 of Residence or Stay of a person and you want to provide the institution in the Competent Member State with information related to incapacity for work of 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 and if you are contacted by an institution from a competent institution of a Member State of Residence or Stay of an insured person (Case Owner) to receive information related to the Cash benefits or any crucial/additional information, 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.](#_CO.2_How_do) (step CO.2)  [I have identified the Counterparty I need to contact.](#_CO.3_How_do) (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? |
| You should fill in 'Information on the End of Incapacity for Work – given by institution of residence/stay' [SED S048](../../SEDs/S048.docx), by entering all required data:  - The last day of incapacity for work of the person concerned;  - and/or any other valuable information.  If a reference to the last medical certificate issued is filled-in, it is recommended to attach a copy of the last medical certificate to this SED.  After filling it in, you can send it to the Counterparty. The Business Use Case ends here. |
| 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)  [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 invalidate the sent SED (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to remind the Case Owner of a SED or information that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to Reject a received SED (AD\_BUC\_09)](../../../Administrative_Sub-Processes/AD_BUC_09_Subprocess.docx) |

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| CP.1 What should I do if I receive ‘Information on Payment or Not of Cash Benefits' SED S046? |
| If you have received an 'Information on the End of Incapacity for Work – given by institution of residence/stay' [SED S048](../../SEDs/S048.docx)  from the Case Owner you don't need to reply anything to the Case Owner.  If you cannot identify the petitioner in your database or there is no insurance record of that person in your country, you can reject SED S047 by using the Administrative process Reject (AD\_BUC\_09).  If you do not receive any other information from the Case Owner, then the 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 handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SED (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)  [I want to invalidate the sent SED (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to remind the Case Owner of a SED or information that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to Reject a received SED (AD\_BUC\_09)](../../../Administrative_Sub-Processes/AD_BUC_09_Subprocess.docx) |

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# BPMN diagram for S\_BUC\_14b

Click [here](../../BPMN_Diagrams/S_BUC_14b_Diagram.pdf) to open the BPMN diagram(s) for S\_BUC\_14b.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in S\_BUC\_14b:

* [SED S048 - Information on the End of Incapacity for Work – given by institution of residence/stay](../../SEDs/S048.docx);

# Administrative sub-processes

The following administrative sub-processes are used in S\_BUC\_14b:

* [AD\_BUC\_05\_Subprocess – Forward Case](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_06\_Subprocess.docx - 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)

# Horizontal sub-processes

The following horizontal sub-process is used in S\_BUC\_14b:

* [H\_BUC\_01\_Subprocess Ad hoc exchange of information](../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)