



**APPROVED**

# International Process Guidelines

## Accidents at Work and Occupational Diseases

**AW\_BUC\_02** - Cancellation of Certification right benefits in Kind

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**Document history:**

<b>Revision</b>	<b>Date</b>	<b>Created by</b>	<b>Short Description of Changes</b>
v0.1	07/04/2017	Secretariat	First draft of the document submitted for review to the AWOD Ad Hoc group
v0.2	09/05/2017	Secretariat	Implement changes and updates following the AHG comments. Version submitted for AC review.
v0.99	13/06/2017	Secretariat	Implement changes and updates following the AC comments. Version submitted for AC approval.
v1.0	12/07/2017	Secretariat	<b>AC approved version</b> With minor formatting and clarification corrections
v4.1.0	12/09/2018	Secretariat	<b>Performed patch changes to reference the new CDM version 4.1.0</b>

## AW\_BUC\_02 – Cancellation of Certification right benefits in Kind

**Description:** The role of the AW\_BUC\_02 is to allow cancelling the document confirming a person's right to benefits in kind in case of an accident at work or an occupational disease. There will be only one counterparty, so it is impossible to exchange information with more than one institution in a single case.

The AW\_BUC\_02 allows cancelling the document confirming the person's right to benefits in kind in case of an accident at work or an occupational disease, because the conditions that had determined the rights have changed. The right could have been confirmed earlier through a 'Certification of the right to benefits in kind' SED DA002, an 'Entitlement to Health care cover under insurance against Accidents at work and Occupational Diseases' Portable Document (PD) DA1 or a 'Certification of entitlement to benefits in kind under insurance against accidents at work or occupational diseases' E123 form.

At the end of the case, the institution of the Member State of stay or residence is informed about the cancellation of the rights.

**Legal base:** The legal basis of AW\_BUC\_02 lies in in the Basic Regulation No 883/2004 and in the Implementing Regulation No 987/2009. The following table specifies SEDs used in this BUC and documents the articles that provide the legal basis for each SED:

SED	Basic Regulation No 883/2004	Implementing Regulation No 987/2009				
	36	24(1)	24(2)	25(1)	33(1)	33(2)
DA003 Cancellation of Certification of the Right to Benefits in Kind	✓	✓	✓	✓	✓	✓

### Glossary of relevant terms used in AW\_BUC\_02:

Term used	Description
<i>Case Owner</i>	The Case Owner is the institution of the competent Member State entitled to cancel a previously issued document confirming the person's right to benefits in kind in case of an accident at work or an occupational disease.
<i>Counterparty</i>	The Counterparty is the Institution of the Member State of stay/residence.

## How to start this BUC?

In order to help you understand the AW\_BUC\_02 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.

### 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 who has granted a person's right to benefits in kind, but then the conditions have changed and you have to cancel the former decision confirming the person's right to benefits in kind in case of an accident at work or an occupational disease. In order to do so, you need to send information to the Institution in another Member State. Your role will be defined as the **Case Owner**

[I am the Case Owner.](#) (step CO.1)

If you are the Institution of the Member State of stay or residence that receives a cancellation of the right to benefits in kind from another country, your role will be defined as the **Counterparty**.

[I am the Counterparty.](#) (step CP.1)

### CO.1 Who do I need to exchange information with?

As the Case Owner, your first step will be to identify the Counterparty by identifying the responsible Member State that you need to exchange information with. Then you have to identify the relevant Institution in the Member State that is responsible for the information you wish to exchange. The institution can be chosen only among the institutions responsible for the accident at work and occupational disease sector. It is not possible to choose more than one institution. This activity will define the Counterparty you will be working with in the exchange of information.

[I need to identify the Counterparty.](#) (step CO.2)

[I have identified the Counterparty I need to contact.](#) (step CO.3)

### CO.2 How do I identify the correct institution to exchange information with?

If you want to cancel a confirmation of rights to benefit in kind that you communicated earlier to the Institution in another Member State, you have already identified the appropriate Counterparty in this earlier case and should generally address the same institution in this case that you sent the earlier 'Certification of the right to benefits in kind' SED DA002 to. Remember to take into account the possibility of changes in the receiving institution due to the forwarding of the case.

If this is not the case, e.g. because you need to cancel a right expressed in an 'Entitlement to Health care cover under insurance against Accidents at work and Occupational Diseases' Portable Document (PD) DA1 or a 'Certification of entitlement to benefits in kind under insurance against accidents at work or occupational diseases' **E123** form, you will need to consult the Institution Repository (IR) in order to determine the relevant Institution from another Member State. 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.](#) (step CO.3)

### CO.3 How do I send the 'Cancellation of certification of the right to benefits in kind' SED DA003?

If you have granted the person's right to benefits in kind, but later the person insurance situation has changed and you have to revoke the right to benefits in kind, you need to send a cancellation.

The 'Cancellation of Certification of the Right to Benefits in Kind' [SED DA003](#) cancels the former decision confirming the person's right to benefits in kind in case of an accident at work or an occupational disease. Only you can send a cancellation with regard to an earlier SED DA002, a Portable Document or an E form issued by you that confirmed a right to benefits in kind. In general, you do not receive a reply to your SED DA003.

The Business Use Case ends here.

### CP.1 What should I do if I received a 'Cancellation of certification of the right to benefits in kind' SED DA003?

The process is initiated by receiving the 'Cancellation of certification of the right to benefits in kind' SED DA003 from the Case Owner.

The 'Cancellation of Certification of the Right to Benefits in Kind' [SED DA003](#) cancels the former decision confirming the person's right to benefits in kind in case of an accident at work or an occupational disease.

First, check according to your national procedures if you are responsible for the business process.

[I am responsible for the business process.](#) (step CP.2)

[I am not responsible for the business process.](#) (step CP.3)

### CP.2 What should I do if I am responsible for the business process?

I received the 'Cancellation of certification of the right to benefits in kind' [SED DA003](#) from the Case Owner and I am responsible for the business process.

The Case Owner granted the person's right to benefits in kind in a former decision, but later realized that it had to revoke this right. The 'Cancellation of Certification of the Right to Benefits in Kind' cancels the former decision confirming the person's right to benefits in kind in case of an accident at work or an occupational disease.

The effective date of cancellation is the date I received the [SED DA003](#).

You can use the information contained in SED DA003 in any national decision necessary with regard to the claimant. You are informed that benefits in case of an accident at work or an occupational disease cannot be granted any longer on behalf of the competent institution. If you do not need any further information from the Case Owner, the Business Use Case ends here.

Sub-process steps available to the Counterparty at this stage:

[I want to exchange additional information not foreseen in the case-specific SED DA003 \(H\\_BUC\\_01\).](#)

### CP.3 What should I do if I am not responsible for the business process?

You have to forward the case to the competent Institution in your Member State using '[Forward Case](#)' [Administrative sub-process AD\\_BUC\\_05](#).

## BPMN diagram for AW\_BUC\_02

Click [here](#) to open the BPMN diagram(s) for AW\_BUC\_02.

### Structured Electronic Documents (SEDs) used in the process

The following SED is used in AW\_BUC\_02:

- [SED DA003 – Cancellation of Certification of the Right to Benefits in Kind](#)

### Portable Documents

There is no Portable Document (PD) used in AW\_BUC\_02. However, the cancellation issued by the Case Owner can also concern a right documented in the following PD:

- [‘Entitlement to Health care cover under insurance against Accidents at work and Occupational Diseases’ Portable Document \(PD\) DA1](#)

### Horizontal sub-processes

The following horizontal sub-processes are used in AW\_BUC\_02:

- [H\\_BUC\\_01 Subprocess Ad hoc exchange of information](#)

### Administrative sub-processes

The following administrative sub-processes are used in AW\_BUC\_02:

- [AD\\_BUC\\_05 Subprocess – Forward Case](#)
- [AD\\_BUC\\_07 Subprocess – Reminder](#)

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](#)
- [AD\\_BUC\\_12 Subprocess – Change of Participant](#)