



APPROVED

International Process Guidelines

Accidents at Work and Occupational Diseases

AW_BUC_04c

Information about granting of authorisation to receive scheduled urgent vitally necessary treatment by the institution in the Member State of Residence on behalf of the Competent Institution

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Document history:

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v0.1	12/07/2017	Secretariat	First draft of the document submitted for review to the AWOD Ad Hoc group
v0.2	24/08/2017	Secretariat	Comments from AHG integrated. Version submitted for AC review.
v0.99	09/10/2017	Secretariat	Comments from AC integrated. Version submitted for AC approval.
v1.0	27/10/2017	Secretariat	AC approved version.
v4.1.0	12/09/2018	Secretariat	Performed patch changes to reference the new CDM version 4.1.0

AW_BUC_04c – Information about granting of authorisation to receive scheduled urgent vitally necessary treatment by the institution in the Member State of Residence on behalf of the Competent Institution

Description: This case deals with situation when the Member State of residence needs to inform the institution of the competent Member State that an authorisation for a treatment outside the Member State of Residence has been granted to an insured person to receive scheduled urgent vitally necessary treatment related to accidents at work or occupational disease.

The authorisation has been granted by the institution of the Member State of Residence on behalf of the institution of competent Member State which must be informed without any delay.

Legal base: The legal basis of the AW_BUC_04c lies in 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 (883/04)		Implementing Regulation (987/09)	
	20	36	26(3)	33
DA009 - Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution'	✓	✓	✓	✓

Glossary of relevant terms used in AW_BUC_04c:

Term used	Description
Case Owner	In this BUC the Case Owner is the institution in the Member State of Residence which granted the authorisation to receive an urgent vitally necessary treatment on behalf of the competent Member State.
Counterparty	In this BUC the Counterparty is the institution of competent Member State which is informed by the Member State of Residence that an insured person has been granted to receive scheduled urgent vitally necessary treatment on its behalf.

How to start this BUC?

In order to help you understand the AW_BUC_04c 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?
<p>If you are the Institution in the Member State of Residence which granted the authorisation to receive scheduled urgent vitally necessary treatment on behalf of the Competent Member State your role will be defined as the Case Owner.</p> <p>I am the Case Owner.(step CO.1)</p>
<p>If you are the Institution in the competent Member State which is informed by the Member State of residence that an insured person has been granted to receive scheduled urgent vitally necessary treatment on its behalf your role will be defined as the Counterparty.</p> <p>I am the Counterparty.(step CP.1)</p>

CO.1 Who do I need to exchange information with?
<p>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 Competent 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.</p> <p>I need to identify the Counterparty. (step CO.2)</p> <p>I have identified the Counterparty I need to contact. (step CO.3)</p>

CO.2 How do I identify the correct institution to exchange information with?
<p>In order to determine the relevant Competent Institution from other 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.</p> <p>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.</p> <p>To access the IR please use the following link.</p> <p>I have now identified the Competent Institution from the Member State I need to contact. (step CO.3)</p>

CO.3 How do I send the SED 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' DA009?

Fill out the 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' SED DA009 by entering all the required information. Afterwards, you send the [SED DA009](#) to the Counterparty. As the request is individualised the case can concern only one person.

The [SED DA009](#) is providing information that you have granted scheduled urgent vitally necessary treatment on behalf on the competent Member State;

You may optionally attach a Medical Report to [SED DA009](#)

Portable document issued by the Member State of the residence on behalf of the institution in competent Member State will be the basis for the future request for reimbursement from the competent Member State for the scheduled urgent vitally necessary treatment provided outside the Member State of residence. Copy of the authorization shall be attached to the DA009.

Under normal circumstances you should not receive a reply to the 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' [SED DA009](#) from the Counterparty as the authorisation can be granted by the institution of the place of residence on behalf of the competent institution if an insured person who does not reside in the competent Member State is in a need of urgent vitally necessary treatment and the authorisation cannot be refused in accordance with the second sentence of article 20(2bis) of basic regulation, i.e. "the authorisation shall be accorded where the treatment in question is among benefits provided by the legislation in the Member State of residence and where this treatment cannot be given within a time limit which is medically justifiable taking into account current state of health and the probable course of illness of the person".

In some cases it may turn out later that you need to update the information you provided on [SED DA009](#) then you should use sub-process [AD_BUC_10](#)

If nothing else needs to be done, then the Business Use Case ends here.

[What should I do when it turns out that I must invalidate the request 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' SED DA009?](#)(step CO.4)

Sub-process steps available to the Case Owner at this stage:

[I want to Update information contained in a sent SED \(AD_BUC_10\)](#)

CO.4 What should I do when it turns out that I must invalidate the request 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' SED DA009?

You may optionally choose to invalidate the notification you have send when issuing [SED DA009](#).

[In this case you need to use the sub-process AD_BUC_06.](#)

Once the [SED DA009](#) has been invalidated, you may optionally choose to send a new [SED DA009](#)

[Send another 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' SED DA009](#) (step CO.3)

CP.1 What should I do if I received a 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' SED DA009?

The process is initiated by receiving the 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' [SED DA009](#) from the Case Owner.

The [SED DA009](#) is a notification to your institution that the Member State of Residence has granted scheduled urgent vitally necessary treatment on your behalf.

First, you check if you are responsible for the business process in accordance with your national procedures.

[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 'Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution' [SED DA009](#) from the Case Owner and I am responsible for the business process.

As this is a notification of the decision taken by the Member State of Residence no reply is necessary.

Usually, the Business Use Case ends here.

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

[I want to exchange Ad Hoc information not covered by the main process \(H BUC 01\)](#)

[I want to send a Reminder for the return of information I am expecting \(AD BUC 07\)](#)

[I want to Clarify the Content of a received SED \(AD BUC 08\)](#)

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

You have two options:

- If you are not responsible for the reply but another institution in your country is, you forward the case to the competent Institution in your Member State using the '[Forward Case](#)' sub-process [AD BUC 05](#)
- If it is not possible forward the case or your Member State was chosen incorrectly as a recipient of the SED, you use the 'Reject SED' sub-process [AD_BUC_09](#). This sub-process can be used only once and it interrupts the main process.

BPMN diagram for AW_BUC_04c

Click [here](#) to open the BPMN diagram(s) for AW_BUC_04c.

Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in AW_BUC_04c:

- [SED DA009 - Information about Granting of Authorisation to Receive Scheduled Urgent Vitally Necessary Treatment by the Institution in the Member State of Residence on Behalf of the Competent Institution'](#)

Horizontal sub-processes

The following horizontal sub-process is used in AW_BUC_04c:

- [H_BUC_01 Subprocess: Ad hoc exchange of information](#)

Administrative sub-processes

The following administrative sub-processes are used in AW_BUC_04c:

- [AD_BUC_05 Subprocess – Forward Case](#)
- [AD_BUC_06 Subprocess – Invalidate SED](#)
- [AD_BUC_07 Subprocess - Reminder](#)
- [AD_BUC_08 Subprocess – Clarify Content](#)
- [AD_BUC_09 Subprocess – Reject SED](#)
- [AD_BUC_10 Subprocess – Update SED](#)

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](#)