

**APPROVED**

# **International Process Guidelines**

## **Accidents at Work and Occupational Diseases**

**AW\_BUC\_06a**

**Application for cash benefits in respect of accident at work  
and occupational disease**

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**Document history:**

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v0.2	24/08/2017	Secretariat	Comments from AHG integrated. For AC review.
v0.99	09/10/2017	Secretariat	Comments from AC integrated. For AC approval.
v1.0	27/10/2017	Secretariat	<b>AC approved version.</b>
v4.1.0	12/09/2018	Secretariat	<b>Performed patch changes to reference the new CDM version 4.1.0</b>

## AW\_BUC\_06a – Application for cash benefits in respect of accident at work and occupational disease

**Description:** This case deals with situation when an insured person residing or staying in a Member State other than the competent Member State is incapable for work due to accident at work or an occupational disease and therefore decides to claim for cash benefits provided by the competent institution in accordance with the legislation it applies.

In such a case the insured person might receive cash benefits from the competent Member State.

In principle, in order to apply for cash benefits in respect of incapacity for work due to accident at work or occupational disease, the insured person is obliged to submit directly to the competent institution the medical certificate issued by the doctor providing treatment in the Member State of stay or residence (when such certificates are required under the legislation of the competent Member State).

The purpose of this process is to transfer the medical certificate related to incapacity for work of the person concerned from the institution in the Member State of place of residence / stay to the competent institution in another Member State only when the doctors providing treatment in Member State of residence / stay do not issue the required 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. In such a case the person concerned shall apply directly to the institution of the place of residence / stay and that institution shall immediately arrange for a medical assessment (medical examination) of the person's incapacity for work and of its probable duration to be certified as required by the competent institution on a respective document to be attached to SED DA031.

**Legal base:** The legal basis of the AW\_BUC\_06a 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)			
	21	36(3)	27(3)	27(8)	27(10)	33(1)
DA031 - Application for Cash Benefits	✓	✓	✓	✓	✓	✓

### Glossary of relevant terms used in AW\_BUC\_06a:

Term used	Description
<b>Case Owner</b>	In this BUC the Case Owner is the institution in the Member State of residence / stay that sends the required medical certificate issued by the doctor appointed by the institution of residence/stay to process the application for cash benefits in respect of incapacity for work due to an accident at work or an occupational disease of a person residing/staying in a Member State other than the competent one.
<b>Counterparty</b>	In this BUC the Counterparty is the institution of competent Member State for the insured person responsible to handle the claim for cash benefits in respect of incapacity for work due to an accident at work or an occupational disease which receives the respective medical certificate. There will be only one counterparty.

## How to start this BUC?

In order to help you understand the AW\_BUC\_06a 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 Institution in the Member State of residence / stay which upon request of the person concerned sends the required medical certificate issued by the doctor appointed by the institution of residence/stay to process the application for cash benefits in respect of incapacity for work due to an accident at work or an occupational disease of a person residing/staying in Member State other than the competent one your role will be defined as the **Case Owner**.

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

If you are the Institution in the competent Member State for the insured person responsible to consider the claim for cash benefits in respect of incapacity for work due to an accident at work or an occupational disease while residence/stay in another Member State 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?

In order to determine the relevant Institution from other Member State(s) you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Institutions by their roles, including 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 (if attributed to this BUC) should be chosen only if it is impossible to identify the correct 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 Institution from the Member State I need to contact](#). (step CO.3)

### CO.3 How do I send the SED 'Application for Cash Benefits' DA031?

Fill out the 'Application for Cash Benefits' [SED DA031](#) by entering all the required information. As the request is individualized the case can concern only one person.

The [SED DA031](#) is used in the case of application for cash benefits and is supported by a required medical certificate that has been completed by the doctor appointed by the institution in the Member State of Residence/Stay upon request of the claimant and under the specific conditions which is to be sent to the Counterparty. The application will be reviewed and processed according to the national law of the receiving institution.

The medical certificate issued on the required (agreed) form must be therefore added to the [SED DA031](#) as attachment, otherwise the application is useless.

Afterwards, you send the [SED DA031](#) to the Counterparty.

In some cases it may turn out later that you need to update the information you provided on [SED DA031](#) then you should use sub-process [AD\\_BUC\\_10](#). Please consider to use invalidate instead of update if more relevant.

If nothing else needs to be done and you received no request for additional information in return from the Counterparty, then the Business Use Case ends here.

[What should I do when it turns out that I must invalidate the request 'Application for Cash Benefits' DA031?](#) (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 'Application for Cash Benefits' DA031?

You may optionally choose to invalidate the notification you have sent when issuing [SED DA031](#).

[I want to invalidate a sent SED \(AD\\_BUC\\_06\)](#)

Once the [SED DA031](#) has been invalidated, you may optionally choose to send a new [SED DA031](#)

[Send another 'Application for Cash Benefits' DA031](#) (step CO.3)

### CP.1 What should I do if I received a 'Application for Cash Benefits' DA031?

The process is initiated by receiving the 'Application for Cash Benefits' [SED DA031](#) from the Case Owner.

The [SED DA031](#) is used in the case of an application for cash benefits to your institution which is sent from the Member State of Residence/Stay with supporting medical certificate.

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 'Application for Cash Benefits' [SED DA031](#) from the Case Owner and I am responsible for the business process.

As this is a notification issued by the Member State of Residence/Stay no reply is necessary. You have to review the case based on your national law.

Usually, the Business Use Case ends here unless some update has been made, a document has been

invalidated or you decide to ask for more information in return.

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

[I want to exchange Ad Hoc information not \(H\\_BUC\\_01\)](#)

[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 \(AD\\_BUC\\_08\)](#)

These steps may be invoked more than once.

Reminder can be sent in regard to [H\\_BUC\\_01](#) or [AD\\_BUC\\_08](#) or both.

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

You have two options:

- If you are not responsible to handle the received SED 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. This can be used only once and it interrupts the main process.
- 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\_06a

Click [here](#) to open the BPMN diagram(s) for AW\_BUC\_06a.

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

The following SEDs are used in AW\_BUC\_06a:

- [SED DA031 - Application for Cash Benefits](#)

### Horizontal sub-processes

The following horizontal sub-process is used in AW\_BUC\_06a:

- [H BUC 01 Subprocess: Ad hoc exchange of information](#)

### Administrative sub-processes

The following administrative sub-processes are used in AW\_BUC\_06a:

- [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](#)