



**EESSI – CDM 4.4**

**H - Horizontal**

**H\_BUC\_04 - v4.4.0**

**Reimbursement of Administrative Check or  
Medical Information**

***BUC Specifications***

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## Document history

Version	Date	Short Description of Changes
v0.1	08/01/2015	Initial draft
v0.2	22/01/2015	Update after review from Phil Cummings.
v0.3	13/04/2015	Updates following AHG meeting on 07-08/04/2015. <ul style="list-style-type: none"> <li>- Removed AD_BUC_06-Invalidate SED (only update of SED and notion of "credit note")</li> <li>- Removed AD_BUC_01-End Case</li> <li>- Removed AD_BUC_02-Reopen Case</li> <li>- Removed AD_BUC_09-Reject Case</li> </ul>
v0.4	24/04/2015	Adaptations following the comments received from Poland on 22/03/2015. Main changes are: <ul style="list-style-type: none"> <li>- Branch 1 added (total reject of the claim)</li> <li>- Branch 2 added (partial reject of the claim)</li> <li>- Adaptation of the BPMN accordingly</li> <li>- Further description of the definition of the Case Owner and the Counterparty</li> </ul>
v0.5	27/04/2015	<ul style="list-style-type: none"> <li>- Correction on 4.1 RUP Table – Description.</li> <li>- Updated Issues Table, Issue#1.</li> </ul>
v0.6	19/10/2015	Minor editorial correction on branch 2.
v0.7.0	26/05/2016	H_BUC_04 moved to M_BUC_04 H prefix SEDs moved to M prefix Updated RUP UC Diagram Representation
v0.8.0	14/09/2016	Alignment to the standard description and layout of the BUC.
v0.9.0	13/10/2016	As per decision of AHG Horizontal on October 6 <sup>th</sup> , M_BUC_04 has been transferred back to H_BUC_04. BUC name and SEDs have been updated accordingly.
v0.10.0	04/11/2016	Updated following discussion with AHG and comments received from AC "Process Owner" has been replaced by "Case Owner" Table of Sub-processes has been updated.

v0.11.0	22/11/2016	Updated 4.4 RUP Diagram
v0.12.0	23/02/2017	Updated following comments received from AC
v0.13.0	27/02/2017	<p>Updated following comments received from AHG</p> <p>Align BUC Name "H_BUC_04 Reimbursement of costs - administrative check/ medical information" with H_BUC_08 and H_BUC_10</p> <p>Align SED Names</p> <p>Branch 6 Updated – "Counterparty" replaced with "Other Participant"</p> <p>Description of Case Owner and Counterparty has been updated to:</p> <p>"In this BUC the Case Owner is the Creditor Institution of the Member State of Residence or Stay that claims the reimbursement of administrative check or medical examination requested by the Competent State."</p> <p>"In this BUC the Counterparty is the Debtor Institution of the Competent Member State that replies for the claim of reimbursement of administrative check or medical examination.</p> <p>The debtor institution is usually the requesting institution but may differ from the requesting Institution in accordance with the national organization."</p> <p>Branch 4 – removed – as per Rapporteur decision</p> <p>Branch 5 – removed- as per Rapporteur decision</p> <p>Added the Admin BUC invalidate SED after step 4 (4. The Case Owner sends the H020 to the Counterparty) and before step 6 (6. The Counterparty fills in a "Reply to Claim for Reimbursement – Administrative check/Medical examination" (H021)). The invalidate SED can be helpful in case of sending mistakenly a request to an institution or in case the sender realizes that he made a mistake in the claim sent.</p>
v0.99.0	28/02/2017	Candidate for AC Approval
v1.0.0	16/03/2017	AC Approved version

v1.0.1	29/06/2017	-Updated Section 5.1 Case Owner – Counterparty – added new diagram H_BUC_04_Diagram v1.0.0.3  Deleted Sub-process section content  Added Not Applicable
v1.0.2	18/12/2017	- Updated section 4.1 RUP Table Representation with following clarifications:  Main scenario rephrased from "Process Request & Send Reply" to "Process Request & Send Reply to accept the claim";  Branches 3 and 9 to align forward and invalidate wording to the standard wording;  - Removed Section 4.4 RUP UC Diagram Representation.  - Included H_BUC_04 and H_BUC_10 (as not used for this BUC) in table "Sub processes' Table.
v4.1.0	31/08/2018	- Section 4.4 merged 2 tables (for SED & for Subprocesses) into 1 BUC Artefact table."  - Version adaptations to release 4.1.0
v4.2.0	03/05/2019	Updated following Change Request for "H_BUC_04 – Add Invalidate AD_BUC_06 branch for H021 SED", see JIRA EESSI-2244":  - Added branch 10 to allow the use of the Invalidate AD_BUC_06 subprocess for H021 SED  Patches:  - Updated Special Requirement 3 for branch 9 and 10.
v4.3.0	31/08/2021	Version adaptations to release 4.3.0
v4.4.0	06/12/2024	Version adaptations to release 4.4.0

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## 1. Introduction

### 1.1. Purpose

The purpose of this document is to construct an external view of, part of, the 'EESSI business system' as described in EC Regulations 883/2004 [R1] and 987/2009 [R2]. The 'EESSI Business System' describes the business and expected business processes without consideration as to which part(s) may be realized by an IT System (i.e. the proposed EESSI IT System).

The external view comprises of models and descriptions of business use cases, the services of a business system offered to business actors: customers, business partners, or other business systems.

A business use case is described from an actor's perspective; it describes the interaction between an actor and the business system, meaning it describes the behaviours of the business system that the actor utilizes. The Business Use Case includes Use Case Diagrams and Business Process Models.

Use case diagrams show actors, business use cases, and their relationships. Use case diagrams do not describe procedures. Alternative scenarios also remain hidden. These diagrams give a good overview of the behaviours of the EESSI business system which will direct and govern part of the expected behaviours and functionality delivered by the EESSI IT System.

### 1.2. Scope

This document is limited to the external view on the horizontal sector process Reimbursement of Administrative Check or Medical Information. The different elements like use case description, actors, and business process as well as supporting UML diagrams and BPMN models pertaining to Determine Residence – Notification of Residence.

### 1.3. Definitions, Acronyms and Abbreviations

Please see the EESSI Project Glossary [here](#).

### 1.4. References

#	Description	
R1	Basic Regulations EC (883/04)	<a href="#">Regulation EC No. 883/2004.pdf</a>
R2	Implementing Regulations EC (987/09)	<a href="#">Regulation EC No 987/2009.pdf</a>

### 1.5. Overview

Chapter 1 introduces the external view on the business system under review and lists the elements of this specification.

Chapter 2 introduces us to the Reimbursement of Administrative Check or Medical Information business process. The chapter gives a short and detailed description as well as a reference to business process' legal base.

Chapter 3 lists the actors involved in the Reimbursement of Administrative Check or Medical Information business process.

Chapter 4 describes in detail the business process based on the RUP use case template, as well as the relationship to other use cases.

Chapter 5 describes the business process using business process modelling notation (BPMN).

## 2. Description

### 2.1. Business Scenario

This BUC contains the cases on reimbursement of administrative check. This BUC is designed to implement Article 87 of Regulation (EC) No 987/2009 [R2].

It may be used only after administrative checks / medical exams should be requested, confirmed and provided within a sector case. Its aim is to enable money transfers between institutions of two Member States after the medical examination has been carried out or administrative assistance was provided.

However, whenever a specific sector reimbursement process is defined, this sector specific process should be used.

The following SED's are used in the process:

-H020: Claim for Reimbursement – Administrative Check/Medical Information.

-H021: Reply to Claim for Reimbursement – Administrative Check / Medical Information.

### 2.2. Legal base

This Business Use Case document's legal base is described in the following Regulations

1. Implementing Regulation (EC) No 987/2009 [R2]

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.

SED	Implementing Reg. (987/2009)
	87
H020	✓
H021	✓

*Table 1: SED – Legal base relationship matrix*



### 3. Actors & Roles

This chapter captures details of the actors which are important to understand the different types of system users. An actor is anyone or anything that exchanges data with the business system. An actor can be a user, external hardware, or another system.

The overarching description of each actor described in this Business Use Case can be found in the Glossary. Below you will find a short description which provides further clarity of this actor within the context of this Business Use Case.

Actor name	Description
<b>Case Owner</b>	In this BUC the Case Owner is the Creditor Institution of the Member State of Residence or Stay that claims the reimbursement of administrative check or medical examination requested by the Competent State.
<b>Counterparty</b>	<p>In this BUC the Counterparty is the Debtor Institution of the Competent Member State that replies for the claim of reimbursement of administrative check or medical examination.</p> <p>The debtor institution is usually the requesting institution but may differ from the requesting Institution in accordance with the national organization.</p>

*Table 2: Actors & Roles*

## 4. Use Case

### 4.1. RUP Table Representation

<b>Use Case ID:</b>	H_BUC_04		
<b>Use Case Name:</b>	Reimbursement of Administrative Check or Medical Information.		
<b>Created By:</b>	EESSI BA Team	<b>Last Updated By:</b>	EESSI BA Team
<b>Date Created:</b>	09/01/2015	<b>Publication Date:</b>	06/12/2024
<b>Actors:</b>	Case Owner Counterparty		
<b>Description:</b>	<p>This Business Use Case describes the following exchanges of SED's:</p> <ul style="list-style-type: none"> <li>- <b>H020</b>: Claim for – Reimbursement – Administrative Check / Medical Information.</li> <li>- <b>H021</b>: Reply to Claim for Reimbursement – Administrative check/Medical Information.</li> </ul> <p>The main scenario of this BUC will be the approval of the total requested amount.</p> <p>Alternative scenarios will include :</p> <ul style="list-style-type: none"> <li>- Rejection of the whole claim (global)</li> <li>- Rejection of a part of the requested amount of the claim (one of the individual claims or part of the individual claim)</li> </ul>		
<b>Trigger:</b>	The Case Owner wants to claim a reimbursement for Administrative check(s) / Medical Examination(s).		
<b>Preconditions:</b>	<p>Administrative check / Medical examination were requested; confirmed and provided within another sectorial case.</p> <p>The reimbursement of costs of which is required</p>		
<b>Post conditions:</b>	The claim for reimbursement has been sent and a reply to the request has been received.		
<b>Main Scenario:</b>	<p><b>Identify Participants</b></p> <ol style="list-style-type: none"> <li>1. The Case Owner identifies the EU Member State that originally requested the Administrative check(s) or Medical report(s) for which reimbursement is requested;</li> <li>2. The Case Owner identifies the Competent Institution the Counterparty in the debtor state. There will be only one Counterparty. The Case Owner and the Counterparty are herein collectively referred to as the Participants;</li> </ol> <p><b>Send Claim for – Reimbursement – Administrative check /Medical information</b></p>		

	<ol style="list-style-type: none"> <li>3. The Case Owner fills in a "Claim for - Reimbursement - Administrative check/Medical Information" (<b>H020</b>) by entering all the necessary information regarding the claim;</li> <li>4. The Case Owner sends the H020 to the Counterparty, including any attachment(s) if necessary</li> </ol> <p><b>Process Request &amp; Send Reply to accept the claim</b></p> <ol style="list-style-type: none"> <li>5. The Counterparty receives and views an H020, and any possible attachment(s);</li> <li>6. The Counterparty fills in a "Reply to Claim for Reimbursement - Administrative check/Medical Information" (<b>H021</b>);</li> <li>7. The Counterparty sends its H021 to the Case Owner, including any attachment(s) if necessary;</li> <li>8. The Case Owner receives the "Reply to Claim for Reimbursement - Administrative check/Medical Information" (H021);</li> <li>9. The use case ends here.</li> </ol>
<b>Alternative Scenarios:</b>	<p><b><u>Branch 1: at Step 6, the Counterparty wants to reject the whole claim.</u></b></p> <ol style="list-style-type: none"> <li>1. The Counterparty fills in a "Reply to Claim for Reimbursement - Administrative check/Medical Information" (H021) by entering necessary information regarding the reject of the whole claim;</li> <li>2. The Counterparty sends its H021 to the Case Owner, including any attachment(s) if necessary;</li> <li>3. The Case Owner receives the H021 reply, including any attachments if provided, and verifies its content and sees that the whole claim was rejected;</li> <li>4. [This Branch] Ends and Process Reverts to [<b>Step 3</b>] of the Main Scenario in order to potentially send another claim.</li> </ol> <p><b><u>Branch 2: at Step 6, the Counterparty wants to reject a part of the requested amount of the claim.</u></b></p> <ol style="list-style-type: none"> <li>1. The Counterparty fills in a "Reply to Claim for Reimbursement - Administrative check/Medical Information" (H021) by entering necessary information regarding the partial rejection;</li> <li>2. The Counterparty sends its H021 to the Case Owner, including any attachment(s) if necessary;</li> <li>3. The Case Owner receives the H021 reply, including any attachments if provided, verifies its content and takes note that part of the requested amount of the claim was rejected;</li> <li>4. [This Branch] Ends and;</li> <li>5. Process Reverts to [<b>Step 3</b>] of the Main Scenario in order to potentially send another claim.</li> </ol> <p><b><u>The Following Branches Determine the use of Administrative Processes within this Business Process</u></b></p> <p><b><u>Branch 3: at any step after [step 5], the Counterparty may choose to Forward the Business Process to a new Participant within their MS who assumes responsibility for handling it.</u></b></p> <ol style="list-style-type: none"> <li>1. The Counterparty executes business use case <b>AD_BUC_05_Subprocess Forward Case</b>;</li> <li>2. [This Branch] Ends.</li> </ol>

	<b><u>Branch 4: Removed</u></b>
	<b><u>Branch 5: Removed</u></b>
	<p><b><u>Branch 6: at any step between [step 4] and [step 8] any Participant may optionally choose to send a Reminder to other Participant for the return of information they were expecting from that participant but did not receive.</u></b></p> <ol style="list-style-type: none"> <li>1. The participant who invokes this branch executes business use case <b><u>AD_BUC_07_Subprocess_Reminder;</u></b></li> <li>2. [This Branch] Ends.</li> </ol>
	<p><b><u>Branch 7: at any step between [step 4] and [step 8] any Participant may optionally choose to Request another participant who previously sent them Information provides clarification of the data that they have sent.</u></b></p> <ol style="list-style-type: none"> <li>1. The participant executes business use case <b><u>AD_BUC_08_Subprocess Clarify Content;</u></b></li> <li>2. [This Branch] Ends.</li> </ol>
	<b><u>The Following Branches Determine the use of Horizontal Processes within this Business Process</u></b>
	<p><b><u>Branch 8: at any step after step [4], any Participant may wish to request Adhoc information to the other party.</u></b></p> <ol style="list-style-type: none"> <li>1. The participant starts <b><u>H_BUC_01_Subprocess-Adhoc Exchange of Information;</u></b></li> <li>2. [This Branch] Ends.</li> </ol>
	<b><u>The Following Branches Determine the use of Administrative Processes within this Business Process</u></b>
	<p><b><u>Branch 9: at any step between step[4] and step[6] the Case Owner may choose to advise all recipients of their H020 that it is Invalid under Art 5 of 987/09</u></b></p> <ol style="list-style-type: none"> <li>1. The Case Owner executes business use case <b><u>AD_BUC_06_Subprocess - Invalidate_SED;</u></b></li> <li>2. Optionally, the Case Owner fills in a "Claim for - Reimbursement - Administrative check/Medical Information" (H020) by entering all the required data;</li> <li>3. Optionally, the Case Owner sends the H020, including any attachments, to the Counterparty;</li> <li>4. [This Branch] Ends.</li> </ol>
	<p><b><u>Branch 10: at any step after step[7] and before step[8], and at any step after Branch 1 [step 2] and before [step 3], and at any step after Branch 2 [step 2] and before [step 3], the Counterparty may choose to advise all recipients of their H021 that it is Invalid under Art 5 of 987/09</u></b></p> <ol style="list-style-type: none"> <li>1. The Counterparty executes business use case <b><u>AD_BUC_06_Subprocess - Invalidate_SED;</u></b></li> </ol>

	<p>2. Optionally, the Counterparty fills in a "Reply to Claim for Reimbursement – Administrative check/Medical Information" (H021) by entering all the required data;</p> <p>3. Optionally, the Counterparty sends the H021, including any attachments, to the Case Owner;</p> <p>4. [This Branch] Ends.</p>
<b>Exceptions:</b>	None
<b>Includes:</b>	See section 4.4
<b>Special Requirements:</b>	<p><b>SR1:</b> H020 can be used to do a claim for Reimbursement of Administrative Check or Medical Information.</p> <p><b>SR2:</b> H021 can be used as a reply to H020; it can only be sent after H020.</p> <p><b>SR3:</b> Rules about the invoking of Branches:</p> <p>[Branch 1] – May be invoked more than once;</p> <p>[Branch 2] – May be invoked more than once;</p> <p>[Branch 3] – May be invoked once;</p> <p>[Branch 4] – Removed</p> <p>[Branch 5] – Removed</p> <p>[Branch 6] – May be invoked more than once;</p> <p>[Branch 7] – May be invoked more than once;</p> <p>[Branch 8] – May be invoked more than once;</p> <p>[Branch 9] – May be invoked more than once (provided a new SED H020 has been created after invalidation);</p> <p>[Branch 10] – May be invoked more than once (provided a new SED H021 has been created after invalidation);</p> <p><b>SR4:</b> Rules about the destination for each SED Type:</p> <p>H020 – Must be Sent to the Counterparty;</p> <p>H021 – Must be Sent to the Case Owner;</p>
<b>Assumptions:</b>	N/A
<b>Notes and Issues:</b>	N/A

## 4.2. Request – Reply SEDs

The following table specifies and SED that have a logical pairing to one another, usually this is known as a request-reply pair.

REQUEST SED	REPLY SED(s)
<b>H020</b>	<b>H021</b>

### 4.3. Attachments Allowed

The following table specifies whether attachments are permitted to be included when sending a SED type.

SED	Attachments
<b>H020</b>	Allowed
<b>H021</b>	Allowed

### 4.4. Artefacts used

The following table specifies the artefacts that are used in this Business Use Case.

Artefact name	Artefact type
<b>H020</b>	<b>SED</b>
<b>H021</b>	<b>SED</b>
<b>H_BUC_01_Subprocess</b>	<b>BUC spec</b>
<b>AD_BUC_05_Subprocess – Forward Case</b>	<b>BUC spec</b>
<b>AD_BUC_06_Subprocess – Invalidate SED</b>	<b>BUC spec</b>
<b>AD_BUC_07_Subprocess – Reminder</b>	<b>BUC spec</b>
<b>AD_BUC_08_Subprocess – Clarify Content</b>	<b>BUC spec</b>
<b>AD_BUC_11_Subprocess – Business Exception</b>	<b>BUC spec</b>
<b>AD_BUC_12_Subprocess – Change of Participant</b>	<b>BUC spec</b>

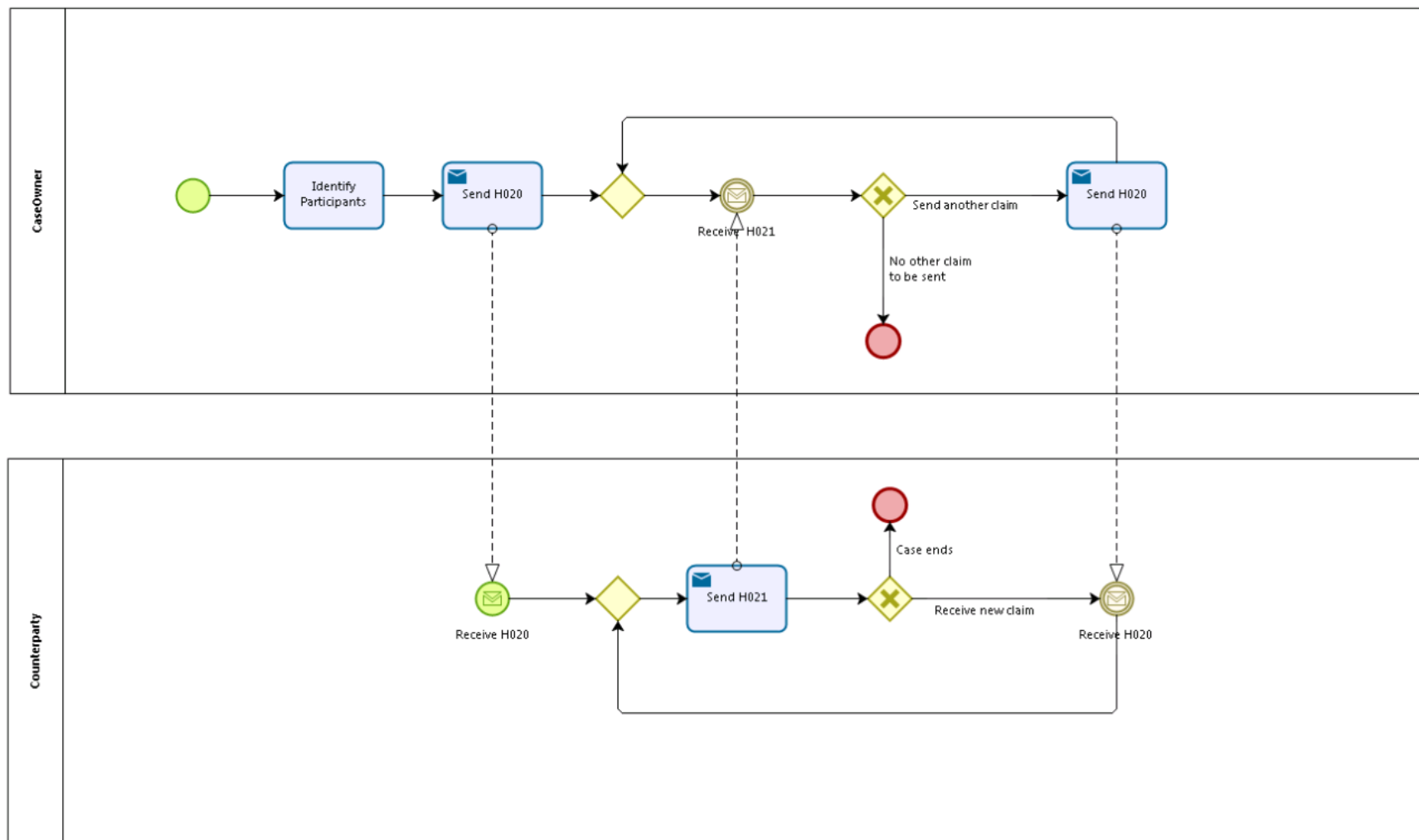
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## **5. Business Processes**

This chapter describes the Business Use Case Reimbursement of Administrative Check or Medical Information using BPMN 2.0.

### **5.1. Case Owner and Counterparty**

H\_BUC\_04-BPMN Diagram





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## 5.1. Sub Processes

Not applicable

## 6. Appendices

### 6.1. Issues

#	Issue date	Description	Solution	Close date
1		Can claims be mixed? ie can you send a claim (M020) for both Administrative Check & for Medical Information?	No, claims should not be mixed, ie we should expect to receive individual invoices for each type of medical report undertaken.	
2		What happens if there is a dispute over the rejected invoices?	To be discussed during next AHG meeting	
3		Should the M020 specify whether the invoice is for an Admin Check or Medical Report? (either at global claim or individual claim level)	The content of SED M020 has been transferred to SED H020 and updated as part of SED v4 Batch 2	
4		Conversion of the BPMN model to split between Case Owner and Counterparty	Scheduled for Update	