



Seniors of the European Public Service
Seniors de la Fonction Publique Européenne

VADE – MECUM

Part 4 **JSIS forms**

January 2013

CA/SC/1001

- *The Vade-mecum is designed to inform third parties of your wishes should you be unable to do so in person:*
- *Part 1 provides useful information, procedures and rules (in the event of illness, accident or death) for you or who will have to take care of you.*
- *Part 2 : Forms to be filled*
- *Part 3 : Useful addresses and complaints*
- *Part 4 : Forms of the JSIS*

This document is intended for retired officials of the European Institutions who do not have access to the internet or to My IntraComm

Most of these forms are available on My IntraComm :
www.myintracomm-ext.ec.europa.eu

SFPE – SEPS

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29 rue de la Science, Office SC29 02/22, BE-1049 Brussels

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Notes:

The rules on all typical treatment are available on My Intracomm (under « Reimbursement rules » in several languages) and from the SEPS secretariat upon request. :

accidents analyses (medical imaging, laboratory tests and other forms of diagnosis) confinement (and pregnancy) consultations (and visits) contact lenses cures : convalescent and post-operative cures cures: thermal cures dentistry / orthodontics diagnosis (medical imaging, analyses, laboratory tests and other forms of diagnosis) funeral allowance hearing aids homes (nursing and convalescent homes) hospitalisation infertility treatments (and in-vitro fertilisation) in-vitro fertilisation (and infertility treatments) kinesitherapy (see miscellaneous treatments) laboratory tests (analyses, medical imaging and other forms of diagnosis) medical auxiliaries (nursing care) medical equipment medical imaging (analyses, laboratory tests and other forms of diagnosis) medicines

(pharmaceutical products) miscellaneous treatments (kine, psychotherapy, speech therapy, etc.) negative opinions of the Medical Council nursing attendance nursing care (see medical auxiliaries) nursing homes (and convalescent homes) occupational disease orthodontics / dentistry orthopaedic appliances (see medical equipment) osteopathy (see miscellaneous treatments) pharmaceutical products (medicines) pregnancy (and confinement) preventive medicine programs (screening tests) psychotherapy (see miscellaneous treatments) screening tests (preventive medicine programs) serious illness spectacles (fr les and lenses) speech therapy (see miscellaneous treatments) surgery transport visits (and consultations).

Sets of the General Implementing Provisions are also available on My Intracomm and upon request from the SEPS secretariat (FR, EN, DE).

The rules and forms that we have selected for inclusion in our Vade-Mecum are those that are of interest to the majority of pensioners. There are other rules and forms on My Intracomm, often in several languages. These can be obtained via the SEPS secretariat.

Documents here-under are extracted from My Intracomm – Ext.

They are addressed to pensioners of the European Institutions who do not use Internet

Brussels settlement office

Postal address:

European Commission
Settlements office
SC-27 00/05
B - 1049 Brussels

Other alternative:

For persons who are served by the Brussels reimbursement office, PMO has made available an office located on the ground floor of **29, rue de la Science** (to the right as you enter) where you can, in peace and quiet,:

- Find the forms which you need,
- Fill in your reimbursement requests,
- Make the necessary photocopies and
- Put everything in an envelope (supplied by PMO)

Luxemburg settlement office

European Commission
Krankenkasse
DRB B1/061
L - 2920 Luxembourg

Ispra settlement office

Commissione delle Comunità Europee
Ufficio di liquidazione (PMO/6)
Centro Comune di Ricerca T.P. 740
I – 21020 ISPRA (Varese)
Italy

Annex M19 Early detection of disease No. 2.

Women from the age of 40 to 59: frequency every three years

Women from the age of 60: frequency every two years

(except gynaecological examination, carried out once a year)

(The proposed tests and examinations being optional, any one of them may be omitted. Any supplementary tests or examinations will be at the patient's expense.)

1. Clinical examination

2. Complete ophthalmological examination

Visual acuity test with review of possible corrective treatment (without prescription of lenses)

- Fundus
- Tonometry (ocular pressure)

3. Complete ear, nose and throat examination

(Direct fibroscopic laryngoscopy only if indirect examination is impossible)

4. Frontal and lateral chest X-ray

Only if justified on medical grounds

5. Laboratory tests

- Blood: sedimentation rate; leucocytes; differential leucocyte count; erythrocytes; platelets; haemoglobin; serum iron; glycaemia; cholesterol - high and low density;; lipoproteins; triglycerides; uric acid; urea; creatinin; serum glutamic pyruvic; transaminase (ALT); serum glutamic oxalo-acetic acid transaminase (AST); gamma-glutamyl transpeptidase; alkaline phosphatase; potassium; HBsAg, HBcAb; VDRL test by immunofluorescence; AIDS test (with patient's consent) electrophoresis of serum proteins (from the age of 50)
- Urine: sugar, albumine, blood + microscope examination
- Test for blood in stools (three consecutive days)
- Tropical diseases (only for staff posted to the tropics): falciform antibodies, schistosomiasis, amebiasis et HBV antibodies
- Parasitological examination of stools (straight tests and tests with bacterial culture)

6. Cardiovascular examination

- Electrocardiogram at rest
- Exercise electrocardiogram: cycle-ergometer (only where there are risk factors)

7. Protoscopy

(A full colonoscopy is recommended between the age of 45 and 50; persons with a family history every three years)

Should a colonoscopy or a rectosigmoidoscopy be necessary (to be checked with your general practitioner, with your Institution's Medical Adviser or with the doctor at the health screening centre), please ask the health screening centre about how to prepare for such an examination so that it may take place under optimal condition needed for these tests.

8. Gynaecological examination

- Cytology of neck of uterus and colposcopy
- Clinical examination of the breasts
- Mammography
- Echography of the breasts **only if justified on medical grounds**

9. Abdominal and renal echography

One reference examination between the age of 45 and 50; from the age of 50: same frequency as programme

10. Summary report

(Updating of risk record)

Annex M20 Early detection of diseases No. 4.

Men from the age of 40 to 59: frequency every three years

Men from the age of 60: frequency every two years

(The proposed tests and examinations being optional, any one of them may be omitted. Any supplementary tests or examinations will be at the patient's expense.)

1. Clinical examination

Including manual examination of the prostate from the age of 50

2. Complete ophthalmological examination

Visual acuity test with review of possible corrective treatment (without prescription of lenses)

- Fundus
- Tonometry (ocular pressure)

3. Complete ear, nose and throat examination

(Direct fibroscopic laryngoscopy only if indirect examination is impossible)

4. Frontal and lateral chest X-ray

Only if justified on medical grounds

5. Laboratory tests

- Blood: sedimentation rate; leucocytes; differential leucocyte count; erythrocytes; Platelets; haemoglobin; glycaemia; cholesterol - high and low density lipoproteins; triglycerides; uric acid; urea; creatinin; serum glutamic pyruvic transaminase (ALT) serum glutamic oxalo-acetic acid transaminase (AST); gamma-glutamyl; transpeptidase; alkaline phosphatase; potassium; HBsAg, HBcAb; VDRL test by immunofluorescence; AIDS test (with patient's consent); electrophoresis of serum proteins (from the age of 50); PSA from the age of 50
- Urine:
sugar, albumine, blood
+ microscope examination
- Test for blood in stools (three consecutive days)

- Tropical diseases (only for staff posted to the tropics): falciform antibodies,; schistosomiasis, amebiasis et HBV antibodies
- Parasitological examination of stools (straight tests and tests with bacterial culture)

6. Cardiovascular examination

- Electrocardiogram at rest
- Exercise electrocardiogram: cycle-ergometer (only where there are risk factors)

7. Proctoscopy

(A full colonoscopy is recommended between the age of 45 and 50; persons with a family history every three years)

Should a colonoscopy or a rectosigmoidoscopy be necessary (to be checked with your general practitioner, with your Institution's Medical Adviser or with the doctor at the health screening centre), please ask the health screening centre about how to prepare for such an examination so that it may take place under optimal condition needed for these tests.

8. Abdominal and renal echography

One reference examination between the age of 45 and 50; from the age of 50: same frequency as programme

9. Summary report

(Updating of risk record)

Annex M21 Early detection of diseases in women

Frequency: every year

(The proposed tests and examinations being optional, any one of them may be omitted. Any supplementary tests or examinations will be at the patient's expense.)

1. Gynaecological examination

- Cytology of neck of uterus and colposcopy
- Clinical examination of the breasts
- Mammography and echography of the breasts (every two years) only if justified on medical grounds

2. Summary report

(Updating of risk record)

Annex M22 Early detection of diseases in children

Frequency: every year until the age of 16

(The proposed tests and examinations being optional, any one of them may be omitted. Any supplementary tests or examinations will be at the patient's expense.)

1. Up to 5

- Check-up specialist
- weight/height ratio
- checking on vaccinations and boosters

at the age of 4

- hearing test by ENT specialist and eye test by ophthalmologist
- summary report by general practitioner

2. From 6 to 16

- Dental check-up with report to dentist
- For children living outside the Community (ACP countries or other countries outside the Community with health facilities not comparable to those in the Member States)
- up to the age of 14: annual check-up by pediatrician;
- at 15 and 16: check-up by pediatrician or general practitioner (parents may choose)

3. Laboratory tests

- For children living in ACP countries

From the age of 3:

- *examination of stools:*
- straight tests
- tests with bacterial culture
- *blood tests:*
- serum iron
- reticulocytes
- folic acid
- *ions:*
- calcium
- phosphorus
- *serology:*
- IGM anti-HA for hepatitis A
- hepatitis B antigens and antibodies
- amebiasis antibodies
- schistosomiasis antibodies

NB: Once the antibodies have appeared and have stabilized, the tests will obviously not be repeated automatically every year; account will be taken of their existence in the

subsequent monitoring.

Annex M23 Centers for screening tests

Belgium

- Academisch Ziekenhuis VUB - Laarbeeklaan 101 - 1090 Brussels
- Centre MEDICIS - 251, avenue de Tervuren - 1150 Brussels
- Clinique du Parc Léopold - 38, rue Froissart - 1040 Brussels
- Clinique Saint-Luc - 10, avenue Hippocrate - 1200 Brussels
- Clinique St Michel - 19, rue L. de Lantsheere - 1040 Brussels
- Geneesheren A.Z. St Dimpna - J.B. Stessensstraat, 2 - 2440 Geel
- Medicare Deux Alice - 57, Groeselenberg - 1180 Brussels
- PCL du Lothier - 16, quai aux Pierres de Taille - 1000 Brussels
- Preventicare Médical - 85, avenue des Frères Legrain - 1150 Brussels

Netherlands

- S.B.G.D. Noord Holland - Rhijnvis Feithlaan, 150 - 1813 Alkmaar

Luxembourg

- Clinique d'Eich - 78, rue d'Eich - 1460 Luxembourg
- Clinique Sainte Thérèse - 36, rue Zithe - 2763 Luxembourg

Germany

- Krankenhaus der Barmherzigen Brüder - 1, Nordallee - 54292 Trier
- St Vincentius Krankenhaus - Marienlinik - Steinhauserstrasse, 18 - 76135 Karlsruhe
- Diakonissen Krankenhaus Karlsruhe Rueppurr - Diakonissenstrasse, 28 - 76199 Karlsruhe

France

- Études et Santé-Centre de Santé - 12, rue Viala - 75015 Paris
- Mutuelles Provence Centre Bacci "La Feuilleraie" - 146A, avenue de Toulon - 13010 Marseille

Italy

Varese

- "La Quiete" Casa di cura privata S.p.A.
Via Dante, 20 - 21100 Varese
Tel. (0332) 80 65 00/ 806501 / 806414 (gynécologie)
- Centro Diagnostico Varesino
Vicolo San Michele,6 - 21100 Varese
Tel (0332) 28.86.38
- Fondazione Gaetano e Piera Borghi
Centro Diagnostico e Terapeutico
Via Petrarca,33
21020 Brebbia (VA)

Tel. (0332) 77.02.05
Fax. (0332) 79.39.69
E-mail: info@fondazionegaetanopieraborghi.it
www.fondazionegaetanopieraborghi.it

Milano

- Centro Diagnostico Italiano
Via Saint Bon, 20 - 20147 Milano
Tel. (02) 48.31.71
- Centro Auxologico Italiano
Via Ariosto, 13 - 20145 Milano
Tel. (02) 58.211.241

Zona di Firenze

- Ultra Micro Analysis laboratory
Via Cherubini, 8 - 50121 Firenze
Tel (055) 574344

Zona di Torino

- Clinique "Sepin"
Via Marocchetti - 10100 Torino
Tel.011/6302388

Zona di Roma

- Data Medica
Via E. Quirino Visconti, 4 - 00193 Roma
Tel (06) 32.13.951
- Centro Diagnostico Italiano
Via F. Pigafetta, 1 - 00154 Roma
Tel. (06) 57.10.74.00
- Laboratorio d'analisi
Cliniche Quarta
Via GB. De Rossi, 22 - 00161 Roma
Tel (06) 44.02.341

Ireland

- Irish Health Care
Suite3, The Blackrock Clinic
Blackrock, Co. Dublin

Spain

- Octogono S.C. - Clinica Sagrado Corazon - C/Rafael Sagrado, 3 - 41013 Sevilla
Tel 461.67.58
- Sanatorio Del Perpetuo Socorro S.A.
Apartado de Correos, 240

Plaza Dr. Gomez Ulla, 15 - 03013 - Alicante
Tel 520.11.00

United Kingdom

- [BUPA](#) - 300, Gray's Inn Road - WC1X 8DU London
- Nuffield Nursing Home Trust-Oxford Hosp. Account - Acland Hosp, Banbury Road - OX2 6PD Oxford

Greece

- St Lukes Hospital
55236 Panorama - Thessaloniki
Tel (031) 342102

Annex M24 Miscellaneous treatments - List

A. Treatments for which a medical prescription is required

	Type of treatment	MP	PA	Maximum number of sessions per year / (12 months)	Ceiling 80% (€)	Comments
A1	Aerosol therapy	x		30	--	
A2	Consulting a dietician	x		10	25	
A3	Kinesitherapy, physiotherapy and similar treatments [1]	x		60	25	
A4	Medical chiropody	x		12	25	

B. Treatments that must be carried out by a doctor or in a hospital

	Type of treatment	MP	PA	Maximum number of sessions per year / (12 months)	Ceiling 80% (€)	Comments
B1	Acupuncture	x		30	25	Carried out by a practitioner legally authorised to perform this kind of treatment
B2	Mesodermal treatment	x	x	30	45	- Carried out by a doctor or in a hospital (doctor's fees included in the ceiling of €45 per session) - A higher number of sessions per year cannot be allowed
B3	Ultraviolet radiation	x	x		35	

C. Treatments for which a medical prescription is required and which are, in certain cases, subject to prior authorisation

	Type of treatment	MP	PA	Maximum number of sessions per year / (12 months)	Ceiling 80% (€)	Comments
C1	Full psychological examination-assessment by a single practitioner	x			150	
C2	Chiropractic-osteopathy <ul style="list-style-type: none"> • People aged 12 or over • Children aged under 12 	x		24	40	A higher number of sessions per year may be allowed only subject to PA. Cranial, energetic and visceral osteopathy and micro-osteopathy are not reimbursed.
		x	x	24		
C3	Speech therapy (medical report drawn up by ENT doctor or neurologist) <ul style="list-style-type: none"> • Children aged up to 12 • Children aged between 13 and 18 • People aged over 18 	x		180 over one or more years	35	Serious neurological disorders: more than 180 sessions subject to prior authorisation This concerns: - children suffering from serious deafness or neurological disease - adults suffering from neurological or laryngeal disease
		x	x			
		x	x			
	Logopaedic assessment					

					40	
C4	Psychomotor therapy Graphomotor therapy	x		60	35	
C5	Psychotherapy Carried out by - doctor specialising in psychiatry, neuropsychiatry or neurology - psychologist or psychotherapist			30 all types of session	60 90 25	Individual session Family session Group session Extra sessions above the maximum number per year may be allowed subject to PA Prescription by psychiatrist, neuropsychiatrist or neurologist First 10 sessions may be prescribed by a general practitioner For children aged under 15 the prescription may be drawn up by a paediatrician

D. Treatments always subject to prior authorisation

	Type of treatment	MP	PA	Maximum number of sessions per year / (12 months)	Ceiling 80% (€)	Comments
D1	Multidisciplinary neuropsychological assessment	x	x		600	On the basis of a medical report by a neuropaediatrician or psychiatrist
D2	Hyperbaric chamber	X	x		--	
D3	Lymphatic drainage	x	x	20 /12 months	25	In case of serious illness, no limit on number of sessions and no ceiling

D4	Endermology not for aesthetic purposes	x	x	5 / 12 months	--	Treatment of deforming scars
D5	Hair removal	x	x		Maximum amount reimbursed equivalent surgical operation - Cat. A1 - Cat. A2	Only in the case of pathological hirsutism of the face - Cat. A1 for non-extensive cases - Cat. A2 for extensive cases
D6	Ergotherapy	x	x	--	--	
D7	Laser: Laser or dynamic phototherapy (dermatology)	x	x	20	--	
D8	Orthoptic	x	x	20 /12 months	35	Prescription by doctor specialising in ophthalmology, naming the orthoptist
D9	Multidisciplinary functional rehabilitation in an out-patient clinic	x	x	--	--	
D10	Rehabilitation using MedX machine, treatment using the "David Back Clinic" or back school method	x	x	24 renewable, normally once	40	
D11	Shock wave therapy (rheumatology)	x	x	--	--	
D12	Any other unspecified treatment	x	x	--	--	

[1] Similar treatments such as medical massage, remedial gymnastics, mobilisation, occupational therapy, mechanotherapy, traction, mud baths, hydromassage, hydrotherapy, electrotherapy, diadynamic currents, microwave therapy, ionisation, short-wave therapy, special forms of electrotherapy, infrared rays, ultrasound, etc.

Legislation

These pages are given exclusively to the JSIS affiliates for information purposes only. All details concerning applicable rules can be found in the

General Implementing Provisions, Title II, Chapter 8.