



Seniors of the European Public Service

Seniors de la Fonction Publique Européenne

# VADE – MECUM

## Part 4

### JSIS forms

March 2023

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](http://www.myintracomm-ext.ec.europa.eu)

**SEPS/SFPE** 175, rue de la Loi, bureau JL 02 CG39, BE-1048 Bruxelles  
105, avenue des Nerviens, N105 bureau N105 00/022, BE-1049 Bruxelles

**Tél :** +32 (0)475 472470

**Email:** [info@sfpe-seps.be](mailto:info@sfpe-seps.be)

**ASBL N°:** 806 839 565

**Web:** [www.sfpe-seps.be](http://www.sfpe-seps.be)

# Table of content

## M Annexes – Concerning the JSIS (forms)

Annex M1	Claim for reimbursement
Annex M2	Specimen reimbursement statement from the JSIS (normal case)
Annex M2.2	Specimen reimbursement statement from the JSIS: rejected
Annex M4	Prior authorization
Annex M4.1	Annex to prior authorization (declaration)
Annex M6	New combined form for dental treatment and estimate
Annex M9	How to declare an accident
Annex M10	Accident-report
Annex M10.1	Accident-follow-up
Annex M10.2	Request for the reopening of a file relating to an accident
Annex M11	Direct billing request
Annex M12	Request for priority treatment of a reimbursement claim
Annex M13	Application for advance on major medical expenses
Annex M14	Application for direct billing for a convalescent or nursing home
Annex M15	Medical questionnaire for the evaluation of the degree of dependent
Annex M16	Registered partnership
Annex M16.1	form-partnership-
Annex M17	Application form for recognition of non-marital partnership
Annex M18	Serious illness recognition
Annex M18.1	How to declare a serious illness
Annex M19	Programme for screening test N° 3
Annex M20	Programme for screening test N° 6
Annex M22.1	How to benefit of a screening programme.
Annex M22.2	Preliminary questionnaire
Annex M22.3	Full clinical examination
Annex M22.4	Summary report
Annex M23.1	Health screening centres with which the JSIS signed an agreement
Annex M23.2	Health screening centres DA-FI-SV-UK
Annex M24	Table of medical treatments
Annex M25	New form for applications under Article 72(3)
Annex M26	Agreements with health professionals
Annex M 27	Joint sickness insurance scheme – template
Annex M28	How to ask for a thermal cure

### 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 (frames 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 in annex are extracted from My IntraComm

They are addressed to pensioners of the European Institutions who are not familiar with Internet

Brussels settlement office

**Postal address** (often the former address is given on the forms: rue de la Science).

**European Commission**

**Settlements office**

RCAM - MERO

41, avenue de Tervuren

**B - 1049 Brussels**

**Other alternative:**

**PMO – JSIS Reception area for retired officials MERO**

The permanence of PMO “Medical insurance” is at the disposal of pensioners on the ground floor of the MERO building – Bur. 00/P026 **every day**, without appointment, for questions about **JSIS** (reimbursement of medical expenses, direct billing, prior authorisation, etc).

You can access on presentation of the pensioner’s badge at the reception of the building:

*from Monday to Friday : in the morning, from 9h30 to 13h00*

As before, this reception area is equipped with a printer and a letterbox for any correspondence relating to the sickness insurance.

Luxemburg settlement office

**European Commission**

**Krankenkasse (PMO)**

**DRB B1/061**

**L - 2920 Luxembourg**

Ispra settlement office

**Commissione delle Comunità Europee**

**Ufficio di liquidazione (PMO)**

**Centro Comune di Ricerca T.P. 740**

**I – 21020 ISPRÀ (Varese)**

**Italy**