



PAYMASTER OFFICE
WELCOME
TO JSIS
WORKSHOP SESSIONS
Health Screening

The Netherlands – 31st January 2024

DIFFERENCE BETWEEN ANNUAL MEDICAL CHECK-UP AND PERIODIC HEALTH SCREENING

HEALTH SCREENING PROGRAMMES	ANNUAL MEDICAL CHECK-UP
JSIS	Employer
JSIS GIPs* (Tittle III - PROCEDURES - Chapter 2) *General implementing provisions	Article 59.6 of the Staff Regulations
On voluntary basis	Mandatory (Staff Regulations)
Frequency based on gender and age	Annual
Contents: designed to foresee serious pathologies	Contents: designed according to employer needs
Beneficiaries covered by JSIS in primary or top-up cover / Active or post active staff	Only Active Staff (no family member)

WHY Health screening?

- Preventive tool to provide an early and systematic identification of specific diseases
- It DOES NOT replace **periodic examinations or diagnosis** of a pre-existing disease



WHO can benefit from a programme?

- All beneficiaries covered by JSIS from 18 years old (including family members covered with primary cover or with top-up cover)
- Women: 3 general programmes (18-44, 45-59, 60+) + 2 gynaecological programmes (18-44, 45-59)
- Men: 3 general programmes (18-44, 45-59 and 60+)

Overall process

- 1) Request an invitation (validity period of **18 months**)
- 2) Make an appointment
- 3) pre-screening consultation, screening and final consultation (debriefing) or medical report
- 4) Procedure for reimbursement:
 - Invitation for an approved centre – nothing to do (direct billing) except additional tests (if invitation with KLM) and tests subject to prior authorization
 - Invitation for a non-approved centre (open invitation) – request a reimbursement

HOW to request an invitation letter?

- Staff in active service:
 - Via JSIS Online
- In case of IT issue or questions (or pensioners):
 - Via Staff Contact – Staff Matter Portal (SMP)
 - Via phone call (+32 2 29 53866) 09:30-12:30 on working days
 - From 09/02/2024 : Single line for PMO (+32 2 29 11111)



Attention

- The invitation must be requested – it's not automatic
- Please read carefully the instructions on your invitation

Specific rules for the health screening in the Netherlands

- Standard tests : KLM
- Additional tests and other tests : national healthcare providers
- Gynaecological tests: WHC

Attention

- Programme 3
→ 2 invitations: KLM + WHC

WHAT type of invitation?

For JSIS members with primary cover

- With direct billing (for an **approved centre**)
- OR
- Without direct billing (*) : open invitation which allows you to undergo the exams included in the programme with the **healthcare providers of your choice**

() Ceiling amounts will be applied to the refund (see [MyIntracomm](#))*

WHAT type of invitation?

For JSIS members with top-up cover (only without direct billing)*

- open invitation which allows you to undergo the exams included in the programme with the **healthcare providers of your choice except KLM**
- OR
- open invitation which allows you to undergo the exams included in the programme **with KLM** (specific invitation)

() Ceiling amounts will be applied to the refund (see [MyIntracomm](#))*

How to request the invitation via JSIS?

- **With an approved centre**
 - All countries with approved centre except NL (all programmes)
 - NL: KLM (programmes 1,2,4,5,6)
 - NL: KLM + WHC (programme 3)
 - NL: WHC (programmes GYN 1 & GYN 2)
- **Open Invitation**
- **Open Invitation (specific for KLM only)**

HOW is the programme carried-out?

The pre-screening consultation

- Screening examinations have to start with a "**pre-screening consultation**" and end with a **debriefing** of the results with the same doctor - general practitioner – (or a medical report)
- During the pre-screening consultation, the **prescribing doctor will be responsible for the selection of all necessary examinations** (Annex 1 of the invitation).
- Ask a copy of the two annexes completed and signed (mandatory for the refund or if requested by JSIS for control). Originals will be returned to you by KLM.

HOW is the programme carried-out?

The pre-screening consultation

- Other tests or tests which do not meet the eligibility conditions must be subject to prior authorization.
- Submit your request via JSIS online together with medical supporting documents and copy of the annex 1 of the invitation dully completed and signed by the GP during the initial consultation.
- Prior authorization granted → health screening refund type
- Prior authorization refused → standard refund type

HOW to submit the reimbursement request?

Via JSIS Online (compulsory for active Staff member)

- Complete all tests and pay all the invoices before submitting the request
- Indicate test(s) refused on Annex 1
- Submit one single reimbursement claim per programme
- Choose “JSIS Health screening programme” as type of reimbursement.
- Enter your costs as follows:
 - 1) Consultation(s) : one line with the total amount
 - 2) Standard tests : one line with the total amount
 - 3) Additional test(s) : one line per test

HOW to submit the reimbursement request?

Via JSIS Online (compulsory for active Staff member)

Do not forget to upload the following documents to the reimbursement request

- with the button “upload and link a document to the expenses”
 - Doctor’s bills/receipts.
 - Invoices for the tests.
 - Copy of the prior authorisation if applicable
- with the button “upload and link duly done annex 1 and 2” (Green button)
 - annexes 1 and 2 completed and signed.

HOW to submit the reimbursement request?

Via regular post (pensioners or IT issues only)

- Submit one single reimbursement claim per programme
- When sending by Post, make sure to use the health screening reimbursement request form and keep a copy of all your documents (My IntraComm >> Staff Matters >> Health >> Preventive health >> Health screening >> Health screening programmes (under “Reference documentation”))
- Send all to the following address:
European Commission
JSIS — Screening programmes
1049 Brussels

HOW to submit the reimbursement request?

Please do not use CZ for the health screening tests



- Pay the bills
- Ask for the medical invoices/receipts
- Ask for the reimbursement

THANK YOU!

