

Health screening



Certain illnesses, such as cancer, can be treated more effectively if detected at an early stage. The JSIS invites you to take part in **screening programmes** open to all members and their dependants who are eligible for these programmes

Six programmes are available according to sex and age: programmes 1 and 4 for persons under the age of 45 (every 5 years), programmes 2 and 5 for persons aged between 45 and 59 (every 4 years) and programmes 3 and 6 for persons over the age of 60 (every 2 years).

Screening programmes 3 (women) and 6 (men) – **from the age of 60** - include:

1. Detailed medical history (by a general practitioner)
2. Complete clinical examination (by a general practitioner)
3. Ophthalmological examination: values for visual acuity and any correction needed, fundus, tonometry
4. Laboratory tests:
 - ◊ blood: Haemoglobin, haematocrit and erythrocyte count, leucocytes and differential leucocyte count, platelets, ferritin, TSH, FBS, total cholesterol, HDL, LDL and triglycerides, creatinine, uric acid, Ca, K, GOT, GPT, gamma GT, HIV, hepatitis C + Ca and K for women
 - ◊ urine: albumin, glucose, blood, nitrites.
5. Cardiac examination: exercise electrocardiogram only for cardiovascular risk factors higher than 10 % + electrocardiogram at rest for men
6. Colon examination: three faecal occult blood tests or one virtual colonoscopy from the age of 60 if not carried out previously.
7. For women: gynaecological examination (clinical examination including breasts, cervical smear and, if necessary, colposcopy, mammogram and breast ultrasound)
8. For women: one bone densitometry by dual photonic absorptiometry
9. For men: one abdominal ultrasound to screen for aortic aneurysm
10. Summary report identifying high risk factors, anomalies and recommendations for follow-up.

How can I take part in these programmes?

Step 1 : make sure that you are eligible for the relevant programme (see **Administrative Notice No 25-2015 of 13 October 2015**) and check your JSIS membership status: member with primary cover (you can choose between the two options below) or member with top-up cover in Belgium (you can only choose the 'open invitation' option).

Step 2 : choose one of two options:

- ◇ an 'open invitation' that allows you to undergo the examinations included in the programme suited to you, with doctors of your choice. If you choose this option, direct billing will not apply. This means that you will have to pay the invoice(s) relating to your examinations yourself and subsequently submit a reimbursement request to **the department responsible in Brussels, irrespective of your Settlements Office** (for further details, see Step 5 on sending a reimbursement request);
- ◇ an invitation for a **centre approved by the JSIS**. The list of centres is enclosed with this Info Senior. If you choose this option, direct billing will apply. The centre will send the invoice directly to the department responsible except if certain examinations are not available in the centre (1) and it is not able to subcontract them to another healthcare provider.

⁽¹⁾ *This only applies to some centres. They would usually inform members during the check-up of the missing examination (i.e. that would not be carried out at all by their establishment). This examination can be carried out by another provider of your choice and the costs incurred can be reimbursed according to the procedure under Step 5 below.*

Step 3 : request an invitation before undergoing the examinations, either via **JSIS online, PMO Contact** online or by telephone on + 32 (0)2 295 38 66. If you have chosen to use one of the centres on the list, please specify which, as its details will appear on your invitation. You will then receive your invitation via JSIS online or by post if you do not use the online application. The invitation is valid for six months from the date it is issued.

Step 4 : undergo the examinations. Only the examinations contained in the programme (which will be attached to the invitation) will be 100 % covered by the health screening. **Any additional examinations not contained in the programme must be charged to the patient**, who will then be able to obtain a reimbursement **through the usual procedure** for reimbursing medical expenses.

Step 5 : request the reimbursement of the examinations linked to your screening programme (this procedure will only apply if you chose the open invitation). To do this, you are advised to submit your reimbursement request via JSIS online (under 'health screening'). If you have trouble using this application, you can send the original receipts and a copy of your invitation to:

*JSIS-HEALTH SCREENING
MERO 05/P058
1049 Brussels.*

Members with top-up cover in **Belgium** (rules for top-up reimbursement) must first request a reimbursement from their health insurance providers and then request the top-up payment from the JSIS. This top-up payment will be granted on the basis of copies of original documents sent to the primary scheme, accompanied by proof of reimbursement by this scheme. These members can use the approved centres, but as they can only choose the open invitation, they must pay the invoices themselves. Please note that Belgium is the only Member State where top-up cover applies and is applied in the specific area of health screening.

Do you have a screening centre approved by the JSIS near you?

It is possible to make an appointment at an approved centre for health screening. In this case, you will receive an invitation from the PMO which will be valid for six months from the date it is issued. The PMO will pay the invoice directly to the medical centre (only for examinations included in the screening programme).

These centres are located in 14 countries: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Italy, Luxembourg, Portugal, Spain, Sweden, and the United Kingdom. A list is regularly updated by the PMO after numerous negotiations, and is available on My Intracomm:

<https://myintracomm.ec.europa.eu/retired/> - under the heading 'Sickness Insurance', click on 'Medical centres'.

There is no approved centre in my country of residence.



It is still possible to take part in a health screening programme in a medical centre nearby. In this case, you would need to choose an 'open' invitation where you cover the payment yourself and then request a reimbursement from the PMO. Please remember, you can find useful information on the 'Health Screening programme' page on My Intracomm.

- i MY INTRACOMM RETIREES:** <https://myintracomm.ec.europa.eu/retired/>
- PMO CONTACT ONLINE:** <https://ec.europa.eu/pmo/contact/en>
- PMO CONTACT:** +32 (2) 29 97777 (Monday to Friday from 9:30 a.m. to 12:30 p.m.)
- JSIS ONLINE:** <https://webgate.ec.europa.eu/RCAM/?language=en>

Life declaration

Around 10 000 pensioners have a computer, tablet or smartphone that gives them online access to information from the Commission.

Take this opportunity to send your two-yearly declarations by email to the Pensions unit. There's no need for stamps or envelopes, and you don't have to go to the post office. How? Take a photo or scan it and send it to PMO-PENSIONS-DECLARATIONS@ec.europa.eu, except for retired staff from the Parliament, the Court of Justice and the Economic and Social Committee. The latter must send the document directly to their institution.



What if this isn't possible? Send the life declaration and certificate in a DL envelope (11 cm x 22 cm) which accommodates a concertina-folded A4 sheet.

What is 'EU Login'?

The IT authentication system 'EU Login' allows you to access:



- My Intracomm (the Commission's intranet site) and the '**Retirees' portal** which makes it easier to navigate the site;
- **PMO Contact** (to ask a question regarding the PMO)
- **JSIS online** (to manage your situation regarding sickness insurance).

What if I don't have an EU Login account? You can create one with the help of the operating manual sent to you in October 2016. If you have mislaid it, this manual is available on the AIACE website: : <http://aiace-europa.eu/> - click on 'Services' > 'RCAM online' > 'How to create an EU Login account'

N.B.: in order to create an EU Login account, you need to have a mobile phone, computer or tablet and an email address.

What if I don't have a mobile phone, smartphone, computer or tablet? Don't worry, you will ALWAYS receive information directly concerning you in paper form.

- i RETIREES PORTAL:** <https://myintracomm.ec.europa.eu/retired/>
- PMO CONTACT ONLINE:** <https://ec.europa.eu/pmo/contact/en>
- JSIS ONLINE:** <https://webgate.ec.europa.eu/RCAM/?language=en>

How can I connect to the Commission's IT applications?

There is currently still no unique access point allowing you to access the Commission applications My Intracomm, PMO Contact and JSIS online by identifying yourself just once with EU Login. Therefore, before identifying yourself with EU Login, you must choose one and enter the corresponding URL:



- I would like to consult My Intracomm for information that directly concerns me.
Use the address: <https://myintracomm.ec.europa.eu/retired>
- I would like to ask a specific question regarding sickness insurance or my financial rights. Use PMO Contact via this address: <https://ec.europa.eu/pmo/contact/>
- I would like to submit medical expenses, prior authorisations, see my statements etc. in JSIS online.
Use the address: <https://webgate.ec.europa.eu/RCAM/?language=en>
- I would like to change the parameters of my EU Login account. (password, mobile number, etc.)
Use the address: <https://webgate.ec.europa.eu/cas/>

N.B.: You can access My Intracomm and PMO Contact from JSIS online by only identifying yourself once, but note that the JSIS online website times out relatively quickly.

EU Login: tips and tricks

If you have trouble logging on to your EU Login account :



- clear your browser's cache and history, close it and turn off your computer. If you have done so correctly, when you log on you will have to enter your email address. If your email address appears automatically, it means that you have not deleted all the data stored in your memory. This data may not be up-to-date and could be the reason why you are having trouble logging in
- check whether you are using the correct URL and email address
- try with another browser (e.g. Firefox on PC and Mac).
- mobile number: you must include the international code preceded by a + sign and without any spaces.

If the problem persists, first contact one of AIACE's national helpdesks, the list of which you can find on the website : <http://aiace-europa.eu/helpdesks/>

If the helpdesk concludes that the problem is linked to your access rights and not to the application itself, you must ask the Commission's central helpdesk to open a 'ticket' by sending an email to EC-CENTRAL-HELPDESK@ec.europa.eu. You should specify 'DIGIT USER ACCESS' in the email's subject heading. Give as much information as possible: your email address, your status as a pensioner, the URL of the application you wish to access, the precise problem, a screenshot of the browser with the URL and error message, and any other useful information (geographical location, last text message received, etc.).

The 'Espace Seniors' in Brussels has moved



The 'Espace Seniors' (Senior's corner) is now located on the ground floor of Avenue des Nerviens 105, 1040 Brussels. As before, it has four computers with a connection to the Internet and My Intracomm. You can access it by showing your pensioner's pass from Monday to Friday, 8:30 a.m. to 5:45 p.m. A letterbox is also available for you to place your requests for the reimbursement of medical expenses.

Change of bank account

If you receive a retirement or survivor's pension or invalidity allowance, please note the procedure for changing your bank account.

If you wish to change the bank account into which your pension or allowance is paid, you must:



- either ask your bank to fill in the financial identification form available on the retirees' portal of My Intracomm and make sure that it is correctly **dated** and **stamped**.
- or fill in the financial identification form yourself and attach a bank account identification document to it from your new bank. In both cases, you must remember to **sign** the financial identification form.

Please note that an incomplete or illegible financial identification form will be automatically refused by DG BUDGET and will delay your change of account.

You should also be aware that any request to change a bank account received by the PMO.4 unit after the 25th of the month will be effective **as of the following month plus one**. For example, a request that reaches the PMO on 27 April will be effective as of 1 June.

This request to change a bank account must be sent to your pension manager. Of course, this request will also be valid for the sickness insurance scheme.

Finally, only close your old bank account once you have received the first payment of your pension or allowance in your new account. It is important that your pension can be paid into your old account which should remain valid in case the financial identification form is refused by DG BUDG.

i Your file manager, whose name appears at the top-left of your pension statement.

Medical chiropody

The JSIS reimburses **medical chiropody** treatment (1) under certain conditions:

The treatment must be medically justified, so a medical prescription must be attached to the reimbursement request, and the treatment must begin at the latest within six months from the date of the prescription.

What must be included on the prescription?

- The patient's **full** name
- The date of issue
- The type of treatment in question (medical chiropody)
- The **medical reason** (pathological context)
- The number of sessions prescribed
- The prescriber's full name and official references
 - ◊ The treatment must be carried out by a provider who is legally recognised by the national health authorities of the country where it is carried out. Please remember that in most countries, recognised providers are called 'podologists' (e.g. Belgium, Luxembourg, Germany, etc.) or 'chiropodist-podologists' (e.g. France).
 - ◊ The invoice must comply with the legislation of the country (e.g. 'attestation de soins', treatment form (CERFA), tax receipt, 'Rechnung', statement of fees, documents issued by health insurance providers/ social security) in which it was issued, and must contain the following information:
- The patient's full name
- The date, details and cost of each medical treatment carried out by the podologist
- The podologist's name and official references.



Please remember, any invoice issued by a centre that is not medically recognised (beauty parlour, hotel, fitness centre, etc.) will **not** be reimbursed by the JSIS.

(1) Maximum 12 sessions per calendar year from 1 January to 31 December inclusive.

i PMO CONTACT ONLINE : <https://ec.europa.eu/pmo/contact/en>

PMO CONTACT : +32 (2) 29 97777 (Monday to Friday from 9:30 a.m. to 12:30 p.m.)

JSIS ONLINE : <https://webgate.ec.europa.eu/RCAM/?language=en>

Electronic signatures



Electronic or digital signatures are a mechanism to ensure the integrity of an electronic document and identify the author, in a similar way to a handwritten signature on a paper document.

Following the increase in the digitisation of PMO files, most documents sent to retired staff (such as decisions of the appointing authority) are electronically signed. **These electronic signatures have the same legal status as handwritten signatures.**

Engaging in a professional activity: what are the rules?

In order to undertake an assignment or engage in a **professional activity in the two years** following your retirement (whether gainful or not), you must inform your appointing authority. However, if you are a former staff member receiving an invalidity allowance (but not retired), you must seek approval from the appointing authority to engage in a gainful professional activity.

The appointing authority will ask the Medical Service for an opinion to determine whether the envisaged assignment or activity is consistent with the original reasons for granting an invalidity allowance or pension. If the envisaged activity is related to the work carried out during your **last three years of service** and could lead to a conflict with the legitimate interests of the Commission, the appointing authority could forbid you from undertaking it or give its approval subject to any conditions it sees fit.



Two months before the start of the activity, you will be invited to fill out the necessary form and include the following information:

- a description of the work carried out during your last three years of service;
- a detailed description of the activities that you would like to engage in;
- the employer's contact details and areas of activity;
- any links with your former duties.

The appointing authority will then have 30 working days to notify you of its decision.

i HR-ETHICS@ec.europa.eu

AFILIATYS, the Affinity Club of the EU Institutions

AFILIATYS offers its retired members many advantages, including:

- Special promotions on holidays at Center Parcs, Maeva and Pierre & Vacances;
- Discounts on a selection of large and small electrical household appliances from Samsung;
- Discounts on Avis car rentals;
- Extension of diplomatic conditions to retired staff for many car brands;
- Discount on more than 20 000 parapharmaceutical products from Pharmasimple;
- Exclusive advantages for many shows in Belgium.



i **AFILIATYS - 105, AVENUE DES NERVIENS (OFFICES 00/009 AND 00/003) - 1040 BRUSSELS**
OPEN ON TUESDAYS AND THURSDAYS FROM 9 A.M. TO 3 P.M. - TELEPHONE: + 32 2 298 50 00
WEBSITE: www.afiliatys.eu

AIACE



From now on, you must have an EU Login account in order to consult the retirees' portal on My Intracomm. A consequence of this new feature for a certain number of retired staff members is that they no longer have access to all the information found on My Intracomm, in particular reference documents (Staff Regulations, JSIS General Implementing Provisions, etc.), information that is more specific to the sickness insurance scheme and all the different forms.

L'AIACE (Association Internationale des Anciens de l'UE) a donc décidé d'adopter une solution pragmatique afin de combler cette lacune. Toutes les informations et formulaires sont désormais disponibles sur le site de l'AIACE Internationale : www.aiace-europa.eu. Il suffit de cliquer sur «Services», puis sur «RCAM en ligne» et tout en bas de la page on trouve les liens vers des sources accessibles sans mot de passe. Actuellement seules les versions anglaise et française sont disponibles, l'allemand suivra plus tard; les autres versions linguistiques peuvent être postées par les sections sur leur site national si elles le souhaitent. Le Statut ne s'y trouve pas encore, mais il peut être librement consulté dans toutes les langues officielles sur le site EUR-Lex à l'adresse suivante : <http://eur-lex.europa.eu/legal-content/FR/TXT/?uri=celex%3A32013R1023>.

www.aiace-europa.eu

The AIACE is offering two insurance policies designed for retired staff

The **AIACE** (International Association of Former Officials of the European Communities) is offering to retired staff two insurance policies specifically designed for them:



- **accident** insurance (reimbursement without a ceiling of all medical expenses incurred as a result of an accident: in the event of death, payment of a substantial sum to dependants; in the event of permanent invalidity, payment to the insured person of compensation proportional to the degree of invalidity). The monthly premium is deducted by the PMO directly from the pension and paid to the insurer
- 'major risks' hospitalisation insurance (top-up cover for sickness insurance in the event of hospitalisation); two options: (a) hospitalisation following an illness, or (b) hospitalisation following an illness and/or accident.

The coverage provided by these two policies is valid worldwide and membership is also open to spouses; the official can sign up for the accidents insurance up to his/her 80th birthday. For the 'major risks' insurance, the official must fill in a medical questionnaire and sign up before his/her 67th birthday or within the 12 months following his/her retirement. In order to be completely covered in the event of hospitalisation, if you have subscribed to the accidents insurance, you only need to subscribe to the 'major risks' insurance with the option 'without accidents cover'.

Clarifications recently provided by the insurer following requests from the AIACE Insurance Group:

For the 'major risks' insurance, if the official meets the conditions for membership, he/she can also request membership for his/her spouse, regardless of the spouse's age.

If the official has already signed up for 'Hospi Safe' insurance (Afliatys), it is possible to convert from 'Hospi Safe' to 'Major risks' (and for a lower annual premium) without any formalities and, in particular, without having to fill in a medical questionnaire.

AIACE WEBSITE : <http://aiace-europa.eu/assurances/>
AIACE INTERNATIONAL SECRETARIAT : + 32 2 295 29 60

Association of Seniors of the European Civil Service



On 3 October 2008, the **Association of Seniors of the European Civil Service** (SEPS-SFPE) was set up as a non-profit-making association ('ASBL' under Belgian law - company number 806 839 565), without any political, trade union or religious affiliations. It is a pluralist association that is independent of the European institutions - it does not receive any subsidies but it draws on logistical support from them.

Aims and objectives

The aim of SEPS is to defend the interests of retired and/or disabled officials and other servants of the European Union and, as a matter of priority, their established social rights.

1. Defending the key components of social security

Its main objective is to defend pensioners' established rights: the sickness insurance scheme (JSIS), pensions, the method of adjusting salaries to take account of the cost of living, allowances, etc. and any other relevant issues. The Staff Regulations of officials of the institutions say very little about 'post-active officials' regarding the defence of their interests. Retired staff are not officially involved in negotiations, and this will not change as long as it is impossible to change the composition of the Staff Committee (Annex II to the Staff Regulations).

SEPS secured, in different ways, the involvement of many of its members in staff committees, statutory joint committees, and social dialogue and consultation meetings in order to represent retired staff during discussions on rules that concern them.

2. Communicating with retired members of SEPS

Communicating with retired colleagues is very important but can be difficult as retired staff live all over Europe, and almost 40 % of retired SEPS members do not use the Internet at all or are uncomfortable with it. The SEPS newsletter is distributed by post four times a year.

Information meetings are organised at least four times a year to allow members to discuss and understand the major problems to be solved. These meetings, which last for a day and at which any member of the association may speak, highlight the topics to be dealt with.

3. Assisting SEPS members

Another very important objective of SEPS is to inform, advise and assist, as far as possible, members who ask for help in their dealings with the Administration, and in particular with the PMO (pensions, sickness/invalidity insurance, allowances, etc.).

Members can call this number **+32 (0) 475 472 470**, seven days a week and 24 hours a day.

SEPS has also examined the various top-up health insurance policies offered to officials and other staff members of the European institutions, in order to inform and advise its members. This has led to close collaboration with Afliatys.

Becoming a member

You can become a member of SEPS by completing the application form. Annual membership fee: €30.

📍 www.sfpe-seps.be – Tél.: +32 (0)475 472 470 – Email : info@sfpe-seps.be

By appointment: 175 RUE DE LA LOI, OFFICE JL 02 40 CG39, BE-1048 BRUSSELS,
OR1105 AVENUE DES NERVIENS, OFFICE N105 00 010, BE-1049 BRUSSELS.