

# **Health Care Funding Directorate**

## **Structure, Functions and Responsibilities**

### **EU Health Entitlement**

#### **Functions**

The EU Healthcare Entitlement Unit was set up in 2005 as national liaison body for healthcare benefits-in-kind in terms of European Union Regulations on the Coordination of Social Security. The Entitlement Unit carries out its functions in accordance to EC Regs. 883/04 and 987/09. The main functions include issuing and registration of entitlement document, issuing of bills and payments for use of entitlement documents in terms of the above mentioned regulations and dealing with customer's queries about healthcare entitlement.

#### **Responsibilities**

- Issuing entitlement documents for entitled persons in terms of European Union Regulations on the Coordination of Social Security such as the European Health Insurance Card (EHIC)
- Ensuring healthcare coverage for foreign pensioners from EU MS who transfer their residence to Malta or pensioners who transfer their residence to another EU MS. This includes S1 issuing and S1 registration and Certificate of Entitlement issuing
- Preparing all paperwork necessary to provide healthcare coverage to workers insured in Malta and posted in other EU MS or EU workers posted in Malta. This includes S1 issuing and S1 registration and Certificate of Entitlement issuing
- Dealing with any queries related to entitlement to healthcare in other EU MS or in Malta in care the query is made by foreign visitors/residents
- Issuing claims for healthcare services provided by local public hospitals to persons who present documentation issued by other EU MS in terms of EU Regulations such as the EHIC
- Checking claims for healthcare services provided by other EU MS to persons covered for
- healthcare by Malta in terms of EU Regulations and paying relative costs
- Issuing entitlement documentation in terms of the Reciprocal Health Agreement between Malta and the UK. This includes issuing of the RHA Entitlement Card

#### **Structure**

The Unit is divided into two sections; one dealing with entitlement documents and the other dealing with claims and bills. The Unit reports to the Director (Health Care Funding) within the office of the Chief Medical Officer. Ten persons are currently employed with the Unit.

#### **General Description of the Categories of Documents Held**

- Databases
- E.C. Regulations
- Other Documentation issued by the E.C. Commission
- Standardised Operation Procedures

- Circulars

Description of all manuals and similar types of documents which contain policies, principles or rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the Public:

- E.C. Regulations, Decisions and Guidelines
- National Legislation regulating entitlement to healthcare and social security benefits

## **Treatment Abroad (National Highly Specialized Referrals Programme)**

### **Structure, Functions and Responsibilities**

#### **Functions**

The Treatment Abroad Coordination Office was set up to coordinate the National Highly Specialised Overseas Referrals Programme. This programme entails the implementation of a Reciprocal Health Agreement between Malta and the UK through which Maltese patients are offered medical treatment in UK NHS hospitals. The logistical arrangements for patients are carried out by the Treatment Abroad Section based at Mater Dei Hospital. Furthermore this Office is responsible for the coordination and logistical arrangements in relation to Clinics carried out by Overseas Visiting Consultants at Mater Dei Hospital. The Office supports the Chief Medical Officer in carrying out feasibility studies to assess which services can be introduced at Mater Dei Hospital through regular visits by Overseas Visiting Consultants.

#### **Responsibilities**

Treatment Abroad Coordination Office:

- To offer Secretarial Support to the Treatment Abroad Committee
- To support the Chief Medical Officer in matters related to EU legislative developments in the field of cross-border care (scheduled treatment abroad) and assist in the implementation of administrative obligations resulting from EU regulations, directives and decisions in this area.
- To contribution to the formulation and/or review policies
- To coordinate Visiting Consultants Clinic and support the development of new clinics and/or new training initiatives for local consultants and other clinical staff
- To administer and manage the National Highly Specialized Referral Programme Office
- To carry out reviews in work practices of the National Highly Specialized Referral Programme Office to ensure efficient and effective operational procedures
- To carry out general, organization and communication Duties as required by the Health Division Treatment Abroad Section (MDH):
- To give logistical support for patients authorized by government to get further medical treatment under this programme
- To support the Treatment Abroad Coordination Office
- To liaise with UK hospitals to obtain earliest admission dates for the patients through the Malta High Commission in London

- To respond to queries made by the public about this programme
- To perform accounting functions related to this programme
- To process Medical Aids applications
- To keep up to date records and statistics related to the functions of this Unit.

## **Structure**

The Unit is divided into two sections: one dealing with highly specialized treatment abroad and one dealing with specialized treatment given at Mater Dei Hospital by Visiting Consultants. Eight persons are currently employed within both sections. This Section reports to the Director (Health Care Funding).

## **General Description of the Categories of Documents Held**

- Databases
- E.C. Regulations
- Other Documentation issued by the E.C. Commission
- Standardised Operation Procedures
- Circulars
- Policy Documents

Description of all manuals and similar types of documents which contain policies, principles or rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the Public:

- Treatment Abroad Committee Terms of Reference
- E.C. Regulations, Decisions and Guidelines
- National Legislation regulating entitlement to healthcare and social security benefits

## **Other Functions and responsibilities**

- Management of agreements between MEH and voluntary organisations;
- Managements of agreements between MEH and Private Health Care Providers;
- The processing of requests for the entitlement of medical aids;
- Participation in the forum of experts at the meetings and working groups of the Administrative Commission for the Co-ordination of Social Security;
- Participation in the Technical Commission of the Administrative Commission for the Co-ordination of Social Security;
- Participation in the Audit Board of the Administrative Commission for the Co-ordination of Social Security;

## Addressing requests in terms of the Freedom of Information Act

Members of the public requesting access to documents held by the Health Division should contact the FOI Officer on 22992380 or the Alternate FOI Officers on 22992578 or via e-mail address [foi.healthpolicy@gov.mt](mailto:foi.healthpolicy@gov.mt)