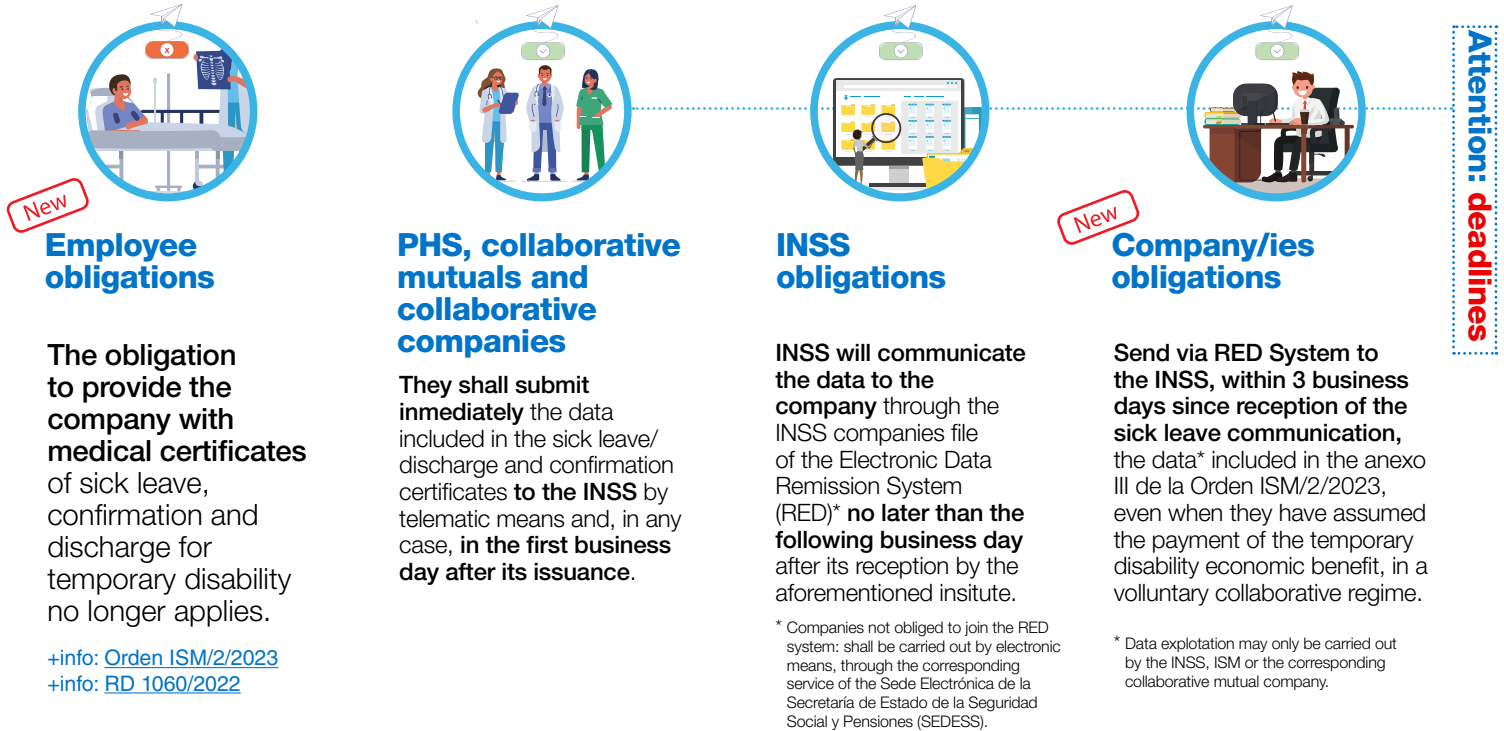


Important: entered into force from **April 1, 2023**

## Processing, communications and data transmission



## Sick leave, confirmation and discharge reports



### Sick leave report

It shall be issued **immediately after the medical examination** by the Public Health Service's doctor or by the Collaborative Mutual's in the event of a work-related accident or occupational disease.

If it is considered that **you have not recovered your working capacity**, the estimated duration may be modified. **A confirmation report shall be issued**, which shall invalidate the discharge provided for in the sick-leave report, **indicating:**

- **Diagnosis**
- **Estimated duration**
- **Process type**
- **Medical examination date**

If the duration of the process is of a **very short estimated kind**, the sick leave and discharge medical certificates shall be issued in the same medical act.

Regardless of the estimated duration, the doctor will issue the discharge report for recovery or improvement that allows the patient to carry out his/her usual work when it is considered he/she has regained his/her capacity to work, by a permanent disability proposal or by the commencement of a situation of parental leave.



### Confirmation reports

**Very short estimated duration:** no confirmation report shall proceed.

**Short estimated duration:** 1<sup>st</sup> report: 7 calendar days at the latest from the date of sick leave. The second and subsequent ones every 14 calendar days at the latest.

**Medium estimated duration:** 1<sup>st</sup> report within a maximum of 7 calendar days from the date of sick leave. The second and subsequent ones every 28 calendar days at the latest.

**Long estimated duration:** 1<sup>st</sup> report within a maximum of 14 calendar days from the date of sick leave. The second and subsequent ones every 35 calendar days at the latest.

In case of an **occupational contingency**, when issuing the last confirmation report prior to the exhaustion of the 365 calendar days of duration, **it shall inform that the control will be carried out by the INSS.**

Regardless of whether the PHS, collaborative mutual o collaborative company continues to provide the medical assistance your condition may required.



### Discharge report

Issued by:

- **PHS' doctor, or collaborative mutual's if the process is derives from occupational contingency.** The practitioner issuing the discharge report shall give a copy to the worker.
- **INSS o ISM medical inspectors shall give a copy to the worker.** They shall submit it immediately by telematic means and, in any case, **in the first business day after its issuance**, to the PHS and the collaborative mutual in the event of a working-related accident or occupational disease.

If the worker fails to attend the medical examination appointed in the sick leave and confirmation reports, **the medical discharge may be issued for no-show.**

The PHS shall notify to INSS by telematic means in an **immediate way, no later than the first following working day**, the date of exhaustion of the 365 days.

**365 days**