

How to apply for compensation of occupational health care costs online

One of the ways employers can submit their application for occupational healthcare compensation is via Kela's e-service for employers at: www.kela.fi/tyonantajat-asiointi-tyoterveyshuolto. The service requires employers to have a Business ID. Applications should be made within six months of the end of your company's financial year.

1. Log in to the service

- Log in with Suomi.fi identification.
- You will need to have a mandate to act on behalf of your company.
 - The mandate called **'sending an employer's claim for occupational health care reimbursement' (Työnantajan työterveyshuollon korvaushakemuksen lähetyks)** authorises you to submit a claim and send it to Kela.
 - The mandate **'to process an employer's occupational health care claim' (Työnantajan työterveyshuollon korvaushakemuksen käsittely)** entitles you to edit the application, but not to send it to Kela.

Figure 1

2. Choose your compensation method (Figure 1)

- If you are an employer with only one location (establishment), select
 - **I am applying for reimbursement with one application (Haen korvausta yhdellä hakemuksella).**
- If you are an employer with more than one location (establishment), select either:
 - **I am applying for reimbursement for all establishments with one application (haen korvausta kaikista toimipisteistä yhdellä hakemuksella)**
 - **I am applying for reimbursement for each establishment separately (Haen korvausta toimipaikoittain).**

3. Transfer prior information to your application (Figure 1)

- You can transfer the information sent by your chosen service provider to your compensation application through the **Prior Information (Esitiedot)-page**. The information will only

appear if you have agreed to with your service provider to send your preregistration information electronically.

- First, select the data you want to process. Then you can
 - generate a report on the selected data by selecting **Report (Raportti)**.
 - check the selected data by selecting **Check data (Tarkista tiedot)**.
 - transfer the completed, verified information to the actual application by selecting **Make application with prior information (Tee hakemus esitiedoilla)** and proceed to complete the application.

4. Submit your application with no prior information (Figure 1)

- You can also apply using information provided by the service provider in other ways. In this case, select **Application with no prior information (Hakemus ilman esitietoja)**, click on the **Make application (Tee hakemus) button**.

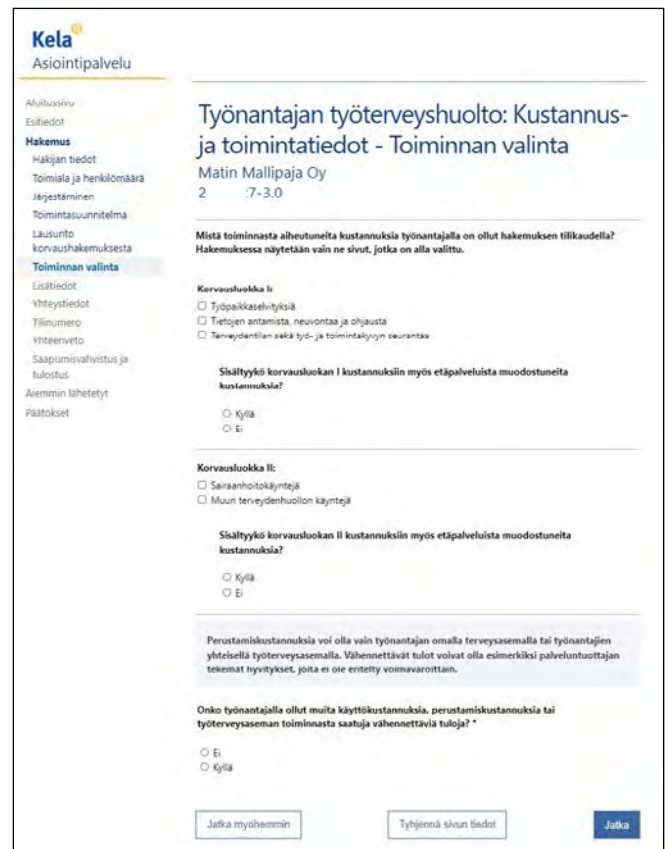
5. Fill in the application

- Please indicate the financial year to which the application relates.
- On the **Action selection (Toiminnan valinta)** page (Figure 2), select the cost and activity data that you wish to include in the application. The choices you make will determine which pages you will be able to access in the future. To revise your choice, go back to the **Action selection (Toiminnan valinta) page**.
- If your company has more than one establishment, click on the **Applicant details (Hakijan tiedot) page**, and select the establishment whose data you are processing. For the correct establishment information, see the most recent decision letter from Kela. You can find the information from the most recent decision letter sent by Kela under **Employer ID (Työnantajan tunnus)**.

6. Review and send the application

- You can review your application by clicking **overview (Yhteenveto)**. You can also save or print your application as a draft.

Figure 2



- When done, check that all your information is correct, accept and submit the application.
- Once your application is submitted, you should receive a confirmation via the e-service. You can print your application by selecting **Print overview (Tulosta yhteenveto)**. You will also be able to review your application on the **previously submitted (Aiemmin lähetetyt)** page. Once your application has been processed, you will be able to view the decision on the **Decisions (Päätökset)** page.

Other things to consider

- 7. Always use the **Continue (Jatka)** button to proceed in the service. If you want to return to a previous page, select the desired point you want to return to from the menu. Do not use your browser's **Back** function.
- If you want to save your application as a draft, make sure that you are on the last relevant page of the application when you press save.

Then click **Continue (Jatka)**, which will take you to the next page. From this page, select **Continue Later (Jatka myöhemmin)** and **Save and Exit (Tallenna ja lopeta)**. All the information you have entered on the preceding pages will be saved.

- To continue filling in an application you have saved as a draft, click on the **Prior Information (Esitiedot)** page, find your pending application and select **Continue (Jatka)**. The draft will be stored in the service for 6 months (Figure 3).
- The e-service will check that you provide all the required information in all mandatory fields and that they are in the correct format. When the information is correct, you can proceed to the next page.
- There is a timeout in the e-service. If you remain inactive for more than 30 minutes while filling in your application, you will be disconnected and the information will not be saved.

Figure 3

Valinta	Käsitelty	Hakemustyyppi	Työnantajan tilikausi	Työnantajan nimi ja Y-tunnus
<input type="checkbox"/>	19.01.2021 klo 15:13	Yksi hakemus	01.04.2020 - 31.12.2020	Matin Mallipaja Oy 2 7-3.0

Poista Jatka



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