



# **Medical and Insurance Committees Bylaw Social Security Corporation**

No. (16) of the year (2015) and its amendment



**Social Security Corporation**  
المؤسسة العامة للضمان الاجتماعي

# **Medical and Insurance Committees Bylaw Social Security Corporation**

---

No. (16) of the year (2015) and its amendment



His Majesty  
King Abdullah II bin Al Hussein  
king of The Hashemite Kingdom of Jordan



HRH Crown Prince  
Prince Al Hussein bin Abdullah II

# Contents

<b>Chapter One:</b> Primary Rights' Settlement Committees	9
<b>Chapter two:</b> Appeal Rights' Settlement Committee	13
<b>Chapter Three:</b> Security Affairs' Committee	17
<b>Chapter Four:</b> Primary Medical Committee	21
<b>Chapter Five:</b> Appeal Medical Committee	27

# **Chapter one**

## Primary Rights' Settlement Committees

## Article (1)

This Bylaw shall be titled (Bylaw of the Medical and Insurance Committees of the Social Security Corporation of the year (2015)) and shall enter into force as of the date of being published in the official gazette.

## Article (2)

- A- The term (law) wherever mentioned herein this Bylaw shall mean the Social Security Law.
- B- Definitions stipulated in the law along with the Bylaws issued accordingly wherever mentioned herein this Bylaw shall be accredited unless the context indicates otherwise.

## Article (3)

The term Committee wherever mentioned in this chapter shall mean the (Primary Rights' Settlement Committee).

## Article (4)

- A) The Committee shall be formed of members by not less than five and not more than seven of the Corporation experienced and qualified personnel, to include a physician from inside or outside the Corporation, provided that four of the members are fully dedicated.
- B) Council of Insurances shall, based on the Director General endorsement, nominate the Committee chairman and members along with the vice-chairman who practices the authorities of chairman in absence.
- C) 1- Director General shall nominate a dedicated Trustee for the Committee from the Corporation personnel, along with a non-dedicated alternative to practice trustee's authorities in absence.  
2- Trustee shall be assisted by a number of the Corporation employees nominated by the Director General.
- D) Committee shall meet daily, and the meeting shall be considered eligible if attended by at least four members, provided that those include chairman or vice-chairman, and decisions shall be taken by majority of attending members' votes. In case of equal votes then the meeting chairman shall have the casting vote.
- E) It is allowed to form more than one Committee and to combine membership of more than one Primary Rights' Settlement Committee.
- F) 1- Committee chairman along with each member (of whatever number of memberships in more than one Committee) shall earn a monthly reward of (150) Dinars, subject to deducting absence days exceeding two per month.  
2- Despite the stipulated in Sub-paragraph (1) of this paragraph; the Board shall, based on the Council of Insurance's endorsement, determine reward for the committee physician member contracted from outside the Corporation.

## Article (5)

The Committee shall be responsible for the following duties and authorities:

- A) Taking decision regarding the following issues related to the insured rights in cases of work injuries:
- 1- Considering the claimed accident as work injury or not.
  - 2- Consider the injured case as healable or shall be transferred to the Primary Medical Committee for estimating disability rate.
  - 3- Determine the period of unemployment of the injured obtaining leave with an unemployment period less than (60) days; otherwise the injured shall be transferred to the Primary Medical Committee
  - 4- Injury requires applying the provisions of Article (31) of the law or the provisions of Paragraph (B) of Article (32) of the law or both.
  - 5- Any accident requiring referring the insured to the Primary Medical Committee pursuant to the provisions of Chapter Four herein this Bylaw.
  - 6- Recommending the Social Security Affairs Committee to refer to third party for claiming what was paid as costs of medical care and per diem allowances to the insured affected by work injury stipulated in Articles (26) and (29) of the law in case of proving that injury is caused by third party.
  - 7- Insured rights upon death resulting from work injury.
  - 8- Referring the insured to the Primary Medical Committee for indicating the extent of his occupational disease.
  - 9- Approving true copies of any of the documents stipulated in Sub-paragraph (1) to (5) of Paragraph (A) of Article (7) of the Corporation Insurance Benefits' Bylaw.
  - 10- Approving true copies of the documents stipulated in Sub-paragraph (6) of Paragraph (A) of Article (7) of the Corporation Insurance Benefits' Bylaw related to the treatment expenditures' applications, in case of not having original documents.
  - 11- Transferring the medical reports and treatment bills issued from abroad to the Primary Medical Committee pursuant to the provisions of Paragraph (C) of Article (4) of the Corporation Insurance Benefits' Bylaw.
- B) Determine whether the work injury disability or natural disability pensioner did not conduct medical re-examination under legal justification for the purposes of applying the provisions of Sub-paragraph (2) and (3) of Paragraph (B) of Article (36) and the provisions of Paragraph (F) of Article (67) of the law.
- C) Referring the insured to the Primary Medical Committee in cases of total or partial permanent natural disability.
- D) Consider the insured or holder of the retirement pension or disability pension as missing and was not able to notify the Corporation, firm or family of his/her location pursuant to the provisions of Article (70) of the Corporation Insurance Benefits' Bylaw.
- E) Consider any other issues entitled by the Director General.



## Article (6)

The Committee may request the opinion of experts and persons with jurisdiction, conducting inspection or completing it in cases requiring so.

## Article (7)

The Committee Trustee shall be responsible for the following duties:

- A- Prepare for the committee meetings, refer files thereto, writing and organizing minutes of meetings, filing and maintaining decisions thereof.
- B- Follow-up on notifying and implementing committee decisions while preparing monthly reports.
- C- Any other issues entitled by the Committee Chairman.

## **Chapter Two**

### Appeal Rights' Settlement Committee

## Article (8)

The term (Committee) wherever mentioned in this chapter shall mean the (Appeal Rights' Settlement Committee).

## Article (9)

- A) 1- The Committee shall be formed of dedicated chairman and six members of the Corporation qualified personnel, to include a physician.  
2- Despite the stipulated in Sub-paragraph (1) of this Paragraph, the physician may be from outside the Corporation.
- B) Council of Insurances shall, based on the Director General endorsement, nominate the Committee chairman and members along with the vice-chairman who practices the authorities of chairman in absence.
- C) 1- Director General shall nominate a dedicated Trustee for the Committee of Corporation personnel, along with a non-dedicated alternative to practice trustee's authorities in absence.  
2- Trustee shall be assisted by a number of the Corporation employees nominated by the Director General.
- G) Committee shall meet daily, and the meeting shall be considered eligible if attended by at least four members, provided that those include chairman or vice-chairman, and decisions shall be taken by majority of attending members' votes. In case of equal votes then the meeting chairperson shall have the casting vote.
- D) It is not allowed to combine membership in this Committee along with the membership in the Primary Rights' Settlement Committee, Security Affairs' Committee, Primary Medical Committee or Appeal Medical Committee.
- E) 1- The Committee chairman along with each member shall earn a monthly reward of (200) Dinars, subject to deducting absence days exceeding two per month.  
2- Despite the stipulated in Sub-paragraph (1) of this paragraph; The Board shall, based on the Council of Insurances endorsement, determine the reward for the Committee physician member contracted from outside the Corporation.

## Article (10)

The Committee shall be responsible for the following authorities and duties:

- A) Decide on the objections over the decisions issued by the Primary Rights' Settlement Committee or Directors of Branches' Administrations, districts or Directors of the Corporation Administrations.
- B) Cancel the coverage of a firm in law provisions or amend the date of its coverage based on the endorsement of the concerned branch administration in the Corporation in case of receiving supporting documents.
- C) Estimate the wage subject to deduction in case of not having the records, registries and statements at the firm or in case the submitted statements are not compatible with the reality pursuant to the provisions of Paragraph (C) of Article (21) of the law.
- D) Endorse the Security Affairs' Committee to take the decision of referring to a third party for claiming what the Corporation has paid as medical care costs and daily per diems in case of proving that such injury occurred by a third party.
- E) Take the decision of interrupting or suspending prescription in case of force majeure condition, legal excuse or losing or lacking the capacity that is preventing claiming right.
- F) Consider any issues entitled by the Director General.

## Article (11)

The Committee may request the opinion of experts and persons with jurisdiction, conducting an inspection or completing it in cases requiring so.

## Article (12)

The Committee Trustee shall be responsible for the following duties:

- A- Prepare for the committee meetings, refer files thereto, writing and organizing minutes of meetings, filing and maintaining decisions thereof.
- B- Follow-up on notifying and implementing committee decisions while preparing monthly reports.
- C- Any other issues entitled by the Committee Chairman.

# **Chapter Three**

## Security Affairs' Committee

## Article (13)

The term (Committee) wherever mentioned in this Chapter shall mean the (Security Affairs Committee).

## Article (14)

- A) The Committee shall be formed and chaired by the Director General with the membership of each of:
- 1- Two to be selected by the Council of Insurances within its members.
  - 2- Four to be nominated by the Council of Insurances based on the endorsement of the Director General provided including two of the Corporation employees.
  - 3- Members shall select a vice-chairman to practice the authorities of the chairman in his/her absence.
  - 4- The Director General shall select one trustee or more for the committee of Corporation personnel to be assisted by a number of employees.

## Article (15)

- A) The Committee shall meet under invitation of its chairman at least twice a month, and the meeting shall be considered as eligible in the attendance of at least five members to include chairman or vice-chairman.
- B) The Committee shall take its decisions by majority of votes of the attending members. In case of equal votes, then the meeting chairman shall have the casting vote.

## Article (16)

The Committee shall be responsible for the following duties and authorities:

- A) Decide in the objections over the Appeal Rights' Settlement Committee decisions.
- B) Annul the interests or fines resulting from applying the provisions of Paragraph (D) of Article (51) and Article (53) of the Corporation Insurances Coverage Bylaw.
- C) Transform the annulled mandatory contribution periods to voluntary contribution periods for the Jordanian insured persons other than employers and the alike; according to the provisions of voluntary contribution in case the Committee proves Corporation mistake in mandatory coverage; provided that wages subject to the voluntary contribution are not exceeding the wages subject to deduction in the annulled periods of coverage.
- D) Refer to the third party for claiming what the Corporation has paid of medical care and per diem allowances to the insured affected by work injury in case of proving that injury occurred by a third party pursuant to the basis determined by the Board for this purpose.

- E) Endorse the Council of Insurances of approving the general principles in insurance affairs.
- F) Despite the stipulated in Paragraph (C) of this Article; Social Affairs' Committee may transfer the annulled mandatory contribution periods, that were not annulled as a result of corporation mistake, into voluntary contribution periods as per the wage accredited by the Committee.
- G) Consider any other issues entitled by the Director General.

## Article (17)

- A) 1- Committee may request the opinion of experts and persons with jurisdiction.
  - 2- The Director General shall determine the reward for experts for attending Committee meetings provided not exceeding members' rewards.
- B) The Committee may request conducting or completing inspection in cases requiring so.

## Article (18)

The Committee Trustee shall be responsible for the following duties:

- A- Prepare for the committee meetings, refer files thereto, writing and organizing minutes of meetings, filing and maintaining decisions thereof.
- B- Follow-up on notifying and implementing committee decisions while preparing monthly reports.
- C- Any other issues entitled by the Committee Chairman.

## Article (19)

The Committee chairman and each member shall receive a reward of (250) Dinars for each session attending, provided that the value of such reward, in all cases, is not exceeding (500) Dinars monthly.

# **Chapter Four**

## Primary Medical Committee



## Article (20)

For the purposes of this chapter; the term (Committee) wherever mentioned shall mean (Primary Medical Committee concerned of considering work injuries) and (Primary Medical Committee considered of natural disability) unless otherwise proved by evidence.

## Article (21)

- A) The Board shall form one Committee or more of:
- 1- Physician from inside or outside the Corporation for representing the latter based on the endorsement of the Director General.
  - 2- Specialized physician from the Ministry of Health along with an alternative in case of absence to be nominated by the Minister of Health.
  - 3- Specialized physician from one of the official Jordanian universities' hospitals along with an alternative in case of absence, to be nominated by the President of the University selected by the Board.
  - 4- Specialized physician from the Royal Medical Services along with alternative in case of his/her absence to be nominated by the Director General of the Royal Medical Services.
  - 5- Specialized physician from the private sector along with alternative in case of his absence to be nominated by the Jordan Medical Association Chairman.
- B) The Committee shall include within its members, physicians of different specializations.
- C) The Committee shall select from its members, a chairman and vice-chairman to practice authorities in case of chairman absence.
- D) Membership period for the members other than Corporation personnel shall be three years, and it is allowed to re-nominate Committee members totally or partially during that period as per the provisions of this Chapter.
- E) 1-Director General shall nominate of Corporation personnel a dedicated Trustee along with non-dedicated alternative to practice authorities in absence.
- 2- Trustee shall be assisted by a number of Corporation Personnel nominated by the Director General.

## Article (22)

- A) The Committee shall meet on the dates determined by the Corporation in coordination with the Committee chairman, provided that the number of its meetings is not less than (8) per month. Meeting shall be considered as eligible in the attendance of at least four of its members provided they include Chairman or vice-chairman, and decisions shall be taken by majority of votes of the attending members. In case of equal votes; then the meeting chairman shall have the casting vote.

- B) The Committee may be assisted by the opinion of experts and specialists other than its members, and the Corporation shall bear the expenses arising therefrom.
- C) The Committee shall refer psychological cases to the National Center for Mental Health for diagnosis and to determine the psychological status of these cases, and the Corporation shall bear the expenses arising therefrom.
- D) The Committee member shall refrain from considering any of the cases presented to the committee whose treatment he/she had previously followed up.
- E) The Committee may assign at least two of its members to examine any of the cases presented to it at their location if it is not possible for the concerned person to attend with a legitimate medical excuse accepted by the Committee, while the delegated members shall submit a report to the Committee within a week from the date of the examination in preparation for issuing the appropriate decision.

## Article (23)

- A) The Primary Medical Committee concerned of considering work injuries shall be responsible for the following duties and authorities:
- 1- Indicate relationship between the symptoms complained of and the alleged accident.
  - 2- Estimating the rate of permanent disability resulting from a work injury in accordance with Table No. (2) attached to the law, or determining the cause of the disability and estimating its rate in accordance with the provisions of Article (34) of the law and determining the date of case stability.
  - 3- Estimation of the period of unemployment arising from a work injury for the injured person who has obtained a leave in which the period of unemployment is not less than (60) days.
  - 4- Indicate whether the person with a total permanent work-related disability needs someone to help him/her to carry out the burdens of his/her daily life, when his/her disability is proven or when he/she is re-examined in accordance with the provisions of Paragraph (B) of Article (30) of the law.
  - 5- Indicate the extent to which the injured needs treatment again and his entitlement to the daily allowance in accordance with the provisions of Article (28) of the law.
  - 6- Medical re-examination of the insured who is entitled to a total permanent work-related disability pension or partial permanent work-related disability pension in accordance with the provisions of Article (36) of the law.
  - 7- Indicate the extent of the injured person's need for rehabilitation services, including prosthetics and any other medical equipment, and specifying their type and level, provided that they are prescribed to him/her once, unless the Committee, for medical reasons, decides to re-disburse them again in accordance with the provisions of Article (26) of the law.

- 8- Indicate the extent of the insured's occupational disease, with the identification of the beginning of the emergence of that disease and the date of stabilization of the health condition in accordance with the provisions of Article (39) of the law and the provisions of separating work injuries stipulated in the Insurance Benefits' Bylaw of the Social Security Corporation.
  - 9- Indicate the extent of the patient's need for home nursing.
  - 10- Indicate the extent to which the injured needs escorts during the period of his/her stay in the hospital if the treatment is inside the Kingdom.
  - 11- Indicate the extent of the patient's need for treatment outside the Kingdom and the extent of his/her need for escorts.
  - 12- Indicate the extent of the injured person's need for complementary medical procedures and the expenses related to non-physical damage resulting from the work injury.
  - 13- Indicate the extent of the injured person's need for medicines and medical supplies necessary to continue his/her life in accordance with the provisions of Paragraph (B) of Article (28) of the law.
  - 14- Consider the injured objection over the decision of the Primary Rights' Settlement Committee regarding the period of unemployment.
  - 15- Consider any of the cases that the Director General or any of the competent Committees mentioned in this Bylaw decide to refer to the Committee.
- B) The Primary Medical Committee concerned of permanent natural disability shall be responsible for the following duties and authorities:
- 1- Indicate the extent to which the case of total permanent natural disability or the case of partial permanent natural disability has been proven and indicate whether this disability occurred during the service of the insured in accordance with the provisions of Paragraph (A) of Article (67) of the law.
  - 2- Indicate the extent to which the total permanent natural disability of the insured has been proven while he/she is on the job in accordance with the provisions of Paragraph (G) of Article (67) of the law.
  - 3- Endorse termination of services of the public employees covered by the provisions of the law for the purposes of entitlement to a total permanent natural disability pension or a partial permanent natural disability pension in accordance with the provisions of Paragraph (H) of Article (67) of the law.
  - 4- Indicate the extent to which the case of total permanent natural disability or partial permanent natural disability outside the service is proven.
  - 5- Indicate whether the insured, whose condition applies to the concept of total permanent natural disability, needs someone to help him/her to carry out his/her daily life duties when his/her disability is proven or upon re-examination in accordance with the provisions of Sub-paragraph (3) of Paragraph (C) of Article (67) of the Law.

- 6- Indicate whether any of the male beneficiaries from the children of the deceased insured or the holder of the retirement pension or disability pension, or those who supported them from among his male siblings, had total disability when the insured was entitled to his share of the pension, upon the death of the insured or the pension holder or upon the completion of the age of (23) years for the purposes of continuing to disburse the share in accordance with the provisions of Sub-paragraph (1) of Paragraph (A) of Article (81) of the law.
- 7- Indicate whether any of the male sons of the holder of the early retirement pension, old-age pension, or mandatory old-age pension, or whoever supported them from among the pensioner's male brothers had total disability in accordance with the provisions of the dependency chapter of the Insurance Benefits' Bylaw of the Social Security Corporation.
- 8- Indicate whether the spouse of the deceased insured woman or the holder of the retirement pension or disability pension had total disability in accordance with the provisions of Sub-paragraph (3) of Paragraph (A) of Article (81) of the law.
- 9- Medical re-examination of the holder of a total permanent natural disability pension or the holder of a partial permanent natural disability pension during the two years following the date of proving such disability in accordance with the provisions of Paragraph (E) of Article (67) of the law, with the exception of those whose age exceeded (55) years for males and (50) years for females, whereas they are not re-examined after disability is proven, except at their own request.
- 10- Re-examine entitled beneficiaries whose total disability has been proven once every year from the date of pension entitlement date for a period not exceeding two years in accordance with the provisions of Article (81) of the law.
- 11- Consider any of the cases that the Director General or any of the competent Committees mentioned herein this Bylaw decides to refer to the Committee

## Article (24)

The Committee Trustee shall be responsible for the following duties:

- A- Prepare for the committee meetings, refer files thereto, writing and organizing minutes of meetings, filing and maintaining decisions thereof.
- B- Follow-up on notifying and implementing Committee decisions while preparing monthly reports.
- C- Any other issues entitled by the Committee Chairman.

## Article (25)

Rewards shall be disbursed to Committee chairman and members as follows:

A) (70) Dinars for each session to each member from outside the Corporation.

B) (20) Dinars for each session to each member from Corporation personnel, provided value does not exceed (240) Dinars monthly.

## **Chapter Five**

### Appeal Medical Committee

## Article (26)

For the purposes of this Chapter, the term (Committee) wherever mentioned shall mean the (Appeal Medical Committee).

## Article (27)

- A) The Board shall form the Committee of five members based on the endorsement of the Director General as follows:
- 1- Consulting physician from the Ministry of Health along with an alternative in case of absence to be nominated by the Minister of Health.
  - 2- Consulting physician from one of the official Jordanian universities' hospitals along with an alternative in case of absence, to be nominated by the President of the University selected by the Board.
  - 3- Consulting physician from the Royal Medical Services along with an alternative in case of his/her absence to be nominated by the Director General of the Royal Medical Services.
  - 4- Consulting physician from the private sector along with an alternative in case of his/her absence to be nominated by the Jordan Medical Association Chairman.
  - 5- Consulting physician from the Corporation personnel or outside the Corporation to be representing it based on the endorsement of the Director General.
- B) The Committee shall include within its members, physicians of different specializations.
- C) The Committee shall select from its members, a chairman and vice-chairman to practice authorities in case of chairman absence.
- D) Membership period for the members other than Corporation personnel shall be three years, and it is allowed to re-form the committee totally or partially during that period as per the provisions of this Bylaw.
- E) It is not allowed for any of the Committee members to combine between the membership of this Committee and any other Primary Medical Committee.
- F) 1- Director General shall nominate of Corporation personnel a dedicated Trustee along with non-dedicated alternative to practice authorities in absence.
- 2- Trustee shall be assisted by a number of Corporation Personnel nominated by the Director General.

## Article (28)

- A) The Committee shall meet on the dates determined by the Corporation in coordination with the Committee chairman, provided that the number of its meetings is not less than once a week. Meeting shall be considered as eligible in the attendance of at least four of its members provided they include Chairman or vice-chairman, and decisions shall be taken by majority of votes of the attending members. In case of equal votes; then the meeting chairman shall have the casting vote.
- B) The Committee may be assisted by the opinion of experts and specialists other than its members, and the Corporation shall bear the expenses arising therefrom.
- C) The Committee member shall refrain from deciding in any of the cases presented to the committee whose treatment he had previously followed up.
- D) The Committee shall refer psychological cases to the National Center for Mental Health or any other specialized medical body in case of considering the necessity for referral based on justifications, and the Corporation shall bear the expenses arising therefrom.
- E) The Committee may assign at least two of its members to examine any of the cases presented to it at their location if it is not possible for the concerned person to attend with a legitimate medical excuse accepted by the Committee, while the delegated members shall submit a report to the Committee within a week from the date of the examination in preparation for issuing the appropriate decision.

## Article (29)

The Committee shall be responsible for the following duties and authorities:

- A) Consider the objections of the insured or related parties over the decisions of the Primary Medical Committee.
- B) Consider the objections of the Director General over the decisions of the Primary Medical Committee.

## Article (30)

The Committee Trustee shall be responsible for the following duties:

- D- Prepare for the Committee meetings, refer files thereto, writing and organizing minutes of meetings, filing and maintaining decisions thereof.
- E- Follow-up on notifying and implementing Committee decisions while preparing monthly reports.
- F- Any other issues entitled by the Committee Chairman.



### **Article (31)**

Rewards shall be disbursed to Committee Chairman and members as follows:

- A) (80) Dinars for each session to each member from outside the Corporation.
- B) (30) Dinars for each session to each member from Corporation personnel, provided value does not exceed (350) Dinars monthly.

### **Article (32)**

The Board shall, based on the Council of Insurances' endorsement, determine the value of reward to be disbursed to the committees' Trustees stipulated herein this Bylaw.

### **Article (33)**

The Board shall issue the necessary regulations for implementing the provisions of this Bylaw.

4/2/2015



 Fax: +962 6 550 1888  phone No. : +962 6 550 1880

[www.ssc.gov.jo](http://www.ssc.gov.jo) 

