



Payroll Unit

Applying for reimbursement for medical care in Primula self-service

You can find more information on medical care reimbursements under My employment – Illness and healthcare – If you fall ill – Healthcare benefits on the staff pages.

Applying for reimbursement for medical care

Click My page – Health benefits in Primula.

Doctor's visits, physiotherapists and hospital care

Type of case: Healthcare benefits fr 2024

Position: 1 - 9

Ärende-id

Specify deviating coding if the compensation should not be charged to your employment coding.

SLU only reimburses the following visits:

- * Licensed physician
- * Occupational therapist
- * Physiotherapist
- * X-ray
- * Hospital care

Medical care

a/c coding

Date from

Date to

Number

N

X

Do not register over the turn of the month

Select the type of visit in the drop-down list. This must be clear from the receipt.

Enter the account code the reimbursement should be paid to if this is not the account code used for your salary. Check with your department/equivalent if there's a special account for the reimbursement of medical expenses.

Enter the start and end date and the number of visits.


If you apply for reimbursements for several visits, or for an overnight stay in hospital, remember that the dates you register must be within the same month. If the period spans two months, make two applications.

Try to register your reimbursement request as soon as possible.

Medical products

Receipts for medicinal products

Medicinal costs are reimbursed if the prescription states that the medicine in question is included in high-cost protection. For prescription medication, attach an extract from the high cost database available from the Swedish eHealth Agency.

Medicine
 

Date	Number	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select 'Prescription medicine under high-cost protection' under 'Health benefits'.

Enter the date for the last purchase of medication for the calendar year the reimbursement applies to.

Register the amount covered by the high cost protection.

How to access an extract from the Swedish eHealth Agency high cost database:

1. Visit ehalsomyndigheten.se.
2. Click 'Läkemedelskollen' and log in using your BankID.
3. Select 'Recept och högkostnadsskydd' from the menu in the top right-hand corner.
4. Click 'Spara och skriv ut'.
5. Click 'Högekostnadsskydd' and select 'öppna Högekostnadsskydd'. A pop-up window will open asking if you are sure you want to open the PDF. Click 'öppna dokument' to confirm.
6. Save and add the document to the case in Primula.

Vaccination

Vaccination

Vaccination

Kontering

Inköpsdatum

Belopp

N

X

Select the correct type of vaccine; if it is an seasonal flu vaccine, choose this option as it is centrally funded.

Select Sjukvers sk Fritt.

Enter the date on the receipt.

Enter the amount on the receipt

Registering your reimbursement claim

Leave the checkbox on the next line filled in (otherwise the compensation won't be registered in the system)

☒ Create compensations

Select recipient (if the workflow does not fit)

Note/Att

Remove

Reset

Save

Submit

Forms Sjukvård/läkemedelsersättning Create

Do not forget to add your receipts in the case. Click on Note/Att to add your digital receipts. You also need to click Submit in Primula.