Supervisors of Injured Employees:

Once you receive the notice that an employee is injured, you will need to follow the below processes.

Supervisor's Checklist

This Checklist will help you navigate through the proper procedures when dealing with OWCP.

- Submit the CA-1 or CA-2 online through the EDI website. Paper claims will not be accepted (unless absolutely necessary). The CA-1 or CA-2 should be done within 24 hours of notification about the injury. Supervisors will need to print the CA-1/ CA-2 after doing it electronically and send down to HRO a signed copy.

- Notify Safety about Incident.

- Enforce the need for medical documentation from the injured employee. If no medical documentation is received for treatment within 10 days of injury, COP can be denied.

- COP is an entitlement for the employee. IT IS NOT A VACATION! Supervisor must ensure that medical documentation supports each hour/ day taken. If no medical documentation is turned in within 10 days of used COP, it can be denied. Time card should be coded LU for date of injury and LT for any time after the injury (but within the 45 day time frame).If claim is denied by OWCP, COP will have to be changed to Sick leave, annual leave, or LWOP. Injury must have been reported within 48 hours to use COP.

- Medical Bills can be checked online at http://owcp.dol.acs-inc.com/portal/main.do All bills need to be sent to Department of Labor- Central Mailroom, P.O. Box 8300, London KY 40742-8300 and must include the claimants OWCP claim number. **Bills should not be sent to HRO in Charleston.**

COP Tracking Sheet

FOR TRAMATIC INJURIES ONLY. CA-1 Must be completed prior to authorization of COP. ICPA will fill this in with all of the dates that COP will be covered. Day 1 will be the day after the injury occurs. These are calendar days and include weekends. Supervisor must track all COP used and will have to turn this information sheet back into HRO after the 45 days expire. Medical documentation must be submitted to HRO or COP will be denied. Supervisors need to code timecard **LU** for DAY OF INJURY and **LT** AFTER INJURY. If four digit injury number is needed by timekeeper or Pay section, it is equivalent to the month and day of injury (MM/DD). IF OWCP Claim is denied, COP will be converted to Sick, Annual, or LWOP.

Provider Billing for OWCP

When the employee is injured, give them the provider billing for OWCP information sheet. You will need to emphasize to the employee to give to EVERY physician or specialist that they see. They need to make sure to tell them that their injury is covered under FEDERAL WORKERS' COMPENSATION. It is the employee's responsibility to ensure that the doctors submit bills correctly.

A claim number will be issued to them within 5-7 days. Once the claim number is received, the employee will have to notify each provider again and let them know what it is so that the bills can be submitted.

CA-16

Only HRO is authorized to issue the CA-16's. Once an injury occurs, call the HRO to receive this form. If the injury occurs outside of normal duty hours, send the patient (if needed) to the physician along with the provider billing card, the CA 17 and the CA 20. This should be all that is needed to show proof of payment under OWCP.

CA-20 Attending Physicians Report

A detailed medical report is required by the Officer of Workers' Compensation before payment of compensation can be made. This information is required to obtain or retain a benefit. Claim may be denied if report is not submitted.

CA-17 Duty Status Report

Supervisor must complete a potion of form. This will determine if light duty is needed. A CA-17 needs to be completed each time the injured employee goes to the doctor and/ or specialist but no more than once every week.

EDI Supervisor's Training

OPTIONAL: If Supervisor has never entered a claim electronically in EDI, send this to them in case they need assistance. This tutorial will walk them through every step they must take in order to establish the claim.

OWCP Supervisors Training

OPTIONAL: This PowerPoint will help refresh an old supervisor or train a new supervisor about some of the pros and cons of the OWCP program. It will also provide them with their individual responsibilities.

****Employee must know that it is their responsibility to check the status of claim and let us know of any issues.**