

Checklist ❖ Federal Workers' Compensation

OWCP • Office of Workers' Compensation Programs

Employee: _____ OWCP Claim # _____ Date of Injury _____

Keys for a Successful Claim: Detailed Employee Statement plus Physician's Medical Rationale Report How Employment Factors Caused Injury

1. **Employee Notifies Employer & OWCP of Injury Claim with Form CA-1, CA-2 or CA-2a.**

- You can file your claim using paper or with ECOMP www.ecomp.dol.gov. ECOMP is usually quicker. Attache medical records as scanned PDF files.

Form CA-1 Notification of Traumatic Injury: Tell Employer. Give Form CA-1 to Employer or ECOMP. Wages: 15. a. Continuation of pay (COP).

Form CA-2 Notification of Occupational Disease and Claim for Compensation • Form CA-2a Notice of Recurrence: Send CA-2/CA-2a to OWCP.

- The 2 Keys to Success: 1) Physician's Medical Rationale Causation report, 2) Employee's Type Narrative report. See Form CA-35A-H

2. **Employee Has Sole Right to Select Their Treating Physician** anywhere in the United States.

- Physician should know OWCP requirements, provide reports and be able to obtain OWCP pre-approval for treatment, tests, surgery, etc.
- For acute injuries you may see the employer's physician and then followup with the physician of your choice.
- To change your treating physician you must send a letter to OWCP with your new physician's name and address and the reason you are changing.
- The Employer and OWCP can send you for second opinion exams and reports but not for treatment unless you agree.

3. **Employer Completes Their Section of Claim Form and Sends Form and any Medical Records to OWCP within 10 Days**

- **CA-1:** If possible, attach a physician's medical rationale report to your CA-1. It is OK to wait a few days to get your medical records.
- **CA-2 & CA-2a:** If your supervisor does not send medical records then the Claims Examiner will not have medical evidence to accept your claim.

4. **OWCP Assigns a Claim Number and Your Claims Examiner** Note: A claim number does not mean your claim is accepted.

- Your Claims Examiner is the judge for your claim. It is best to correspond in writing and to keep proof of conversations.
- OWCP can assign a Nurse Case Manager (NCM). A NCM needs your permission to talk to your doctor or be in the room with you and your doctor.

5. **OWCP Accepts Your Claim and Authorizes Treatment or Denies Your Claim** (For denials see below)

- Check that all injured body parts and conditions are accepted. If not, have your physician write an Upgrade Conditions Request medical report.
- **CA-1:** Employer authorizes treatment with Form CA-16. If Employer denies treatment then OWCP can authorize or deny treatment by letter to employee.
- **CA-2 & CA-2a:** Only OWCP authorizes treatment with a letter to the employee.

6. **Treating Physician Treats and Provides OWCP with Medical Reports.**

- Treatment can be for your lifetime. Claims close if no physician report to OWCP every 180 days. Can be reopened with a physician report.

7. **Treating Physician Provides Employer & OWCP with Work Restrictions or Unable to Work Forms**

- Only your chosen treating physician determines work restrictions and if and when the employee can return to work.
- Employers cannot talk directly to the treating physician, but can request work restrictions using Form CA-17 or OWCP-5c.
- If off work due to injury, an employee receives 75% of pay if there are dependents or 67% without dependents.

8. **Schedule Award** A monetary award for a permanent disability.

- Obtain an impairment rating report from a physician. If you get worse you can repeat Schedule Award exams and impairment ratings.
- OWCP pre-approves payment to the physician of your choice for a Schedule Award exam and impairment rating.
- Send Form CA-7 and medical impairment rating to OWCP. In Section 2 check d. Schedule Award.
- Careful! Getting a Schedule Award stops OWCP off work wage checks. You may need to stay off work and stay on OWCP payments.

❖ **Options if OWCP Denies Your Claim** ❖

1. **Reconsideration in Writing:** Usually the best option. On your OWCP denial letter, check Reconsideration and send to OWCP with a new medical report.

If your physician is not familiar with OWCP, they can refer you or you can choose another physician to write your reconsideration reports.

2. **Oral Hearing:** Usually, you should have an advocate or attorney.

3. **ECAB Employee's Compensation Appeals Board:** Careful! Use as a last resort. You need an advocate, attorney or union rep.

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