

## **SUPERVISOR'S GUIDE FOR PROCESSING INJURED WORKERS' CLAIM**

When a civilian employee is injured as a result of work, supervisors have certain basic responsibilities:

If the employee requires emergency medical treatment, ensure that he or she receives immediate care.

If the employee's injury results from a specific event or series of events during one day or shift, the supervisor and employee complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation using Electronic Data Interchange (EDI). If the employee develops a condition due to prolonged exposure lasting more than one day or shift, complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation using EDI. For more information on EDI, contact the Army Benefits Center – Civilian, Injury Compensation Branch (ABC-C ICB).

If the employee has a traumatic injury (a specific event or series of events during one day or shift), provide him or her with a Form CA-16, Authorization for Examination and/or Treatment. This form should be issued within four hours of the injury, whether or not the claim appears valid. For questionable claims, box 6b should be checked to indicate the doubtful nature. Only one Form CA-16 may be issued per traumatic injury. A Form CA-16 may not be issued for past medical care, except within 48 hours after emergency treatment if treatment was verbally authorized beforehand. Contact the ABC-C ICB to obtain the form CA-16.

When completing Form CA-1 or CA-2, check to see that the facts are consistent. You need not have witnessed the injury to agree with the stated history. Complete the form and submit immediately, whether or not you feel that the claim should be approved. EDI will transmit the claim to the ABC-C ICB who will review and authenticate. The EDI system will batch claims daily and transmit to the Office of Workers' Compensation Programs (OWCP). If you have specific information which casts doubt on the claim's validity, you may challenge it and supply supporting information, but you must still submit the claim promptly. Failure to do so can result in a fine, imprisonment, or both, under title 20 Code of Federal Regulations (CFR) §10.16(a).

If the employee has a traumatic injury, explain that he or she is entitled to Continuation of Pay (COP) for absences due to disability or obtaining medical treatment, for not more than 45 calendar days following the injury. Any such absence must be supported by medical documentation. The specific COP periods should be clearly indicated on the time and attendance sheets, whether the employee loses entire days or only a few hours of a day. If you are unfamiliar with the COP provisions, contact the ABC-C ICB for further information.

The Department of Defense (DoD) has an obligation under the Federal Employees' Compensation Act (FECA) to accommodate the employee's medical limitations if the treating physician indicates that the employee is capable of performing light duty. Keeping a partially disabled employee in the work place tends to speed his or her recovery, which benefits the

employee and reduces agency costs. If the employee is totally disabled, or if you are unable to accommodate the restrictions, maintain contact with the employee during his or her absence from work.

You should advise the ABC-C ICB promptly of any injuries occurring in your section. You should also refer the injured employee to the ABC-C ICB for further assistance after taking the steps described above. The ABC-C ICB will provide specific information throughout the course of the injury compensation claim, to both you and the injured employee.