

MORNING MEETING TOOLKIT

You've been hurt at work – now what?

GOALS: *At the end of this session, students should be able to:*

- Explain what to do if you are injured at work
- List the forms that must be filled out in the event of an accident and describe their purpose

WHAT DO I NEED?:

- CA-10: What a Federal Employee Should Do When Injured at Work:
<http://www.dol.gov/owcp/regs/compliance/ca-10.pdf>

FLOW:

- Go over process for what happens if an employee is hurt at work. Note that this information is included on the CA-10.
- Report to your supervisor
- Obtain medical care
- Supervisor will fill out CA-16 to authorize medical treatment before you obtain medical treatment
- Take CA-16 and OWCP-1500/HCFA-1500 to doctor
- OWCP-1500/HCFA-1500 is billing form for doctor to submit to workman's compensation
- File written notice
- In traumatic injuries, complete employee's portion of CA-1
- Must be turned in no later than 30 days following injury
- Obtain receipt of notice
- A "Receipt" of Notice of Injury is attached to all CA-1 and CA-2 forms
- It will be returned to you for your personal records by your supervisor. If you don't receive it, ask your supervisor.
- Submit claim for COP/Leave and/or Compensation for Wage Loss
- If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use leave.
- A claim for COP must be submitted no later than 30 days following the injury (the form CA-1 is designed to serve as a claim for continuation of pay).
- If disabled and claiming COP, submit to your employing agency, within 10 work days, medical evidence that you sustained a disabling traumatic injury.
- If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on form CA-7 or use leave. If disabled due to occupational disease, you may claim compensation on form CA-7 or use leave.
- A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.

NOTES:

- You don't need to go over the forms individually – they are listed here as a reference.
- All forms are available electronically on the Department of Labor, Division of Federal Employees' Compensation site:
<http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>
- CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/ Compensation
- CA-2 Notice of Occupational Disease and Claim for Compensation
- CA-2a Notice of Employee's Recurrence of Disability and Claim for Pay/Compensation
- CA-3 Report of Termination of Disability (used by agencies in electronic format)
- CA-5 Claim for Compensation by Widow, Widower, and/or Children
- CA-5b Claim for Compensation by Parents, Brothers, Sisters, Grandparents or Grandchildren
- CA-6 Official Superior's Report of Employee's Death
- CA-7 Claim for Compensation on Account of Traumatic Injury or Occupational Disease
- CA-7a Time Analysis Form
- CA-7b Leave Buy-Back (LBB) Worksheet/Certification and Election
- CA-16 Authorization for Examination and/or Treatment
- CA-17 Duty Status Report
- CA-20 Attending Physician's Report (attached to Form CA-7; also available separately)

