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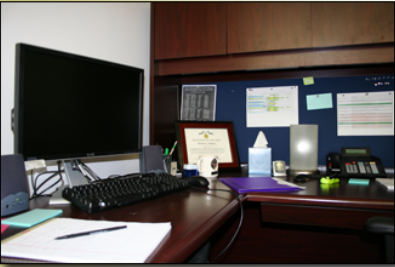
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Module 3: Labor and Employee RelationsLesson 2: Workers' Compensation



Lesson Welcome

Welcome to the lesson on the Federal Employment Compensation Act and workers' compensation. This lesson is important because as a supervisor you are responsible for providing a safe place of employment. Yet despite your efforts to prevent injuries, they still occur. Therefore, if an employee becomes injured on the job, you need to know the specific reporting requirements and actions you are required to follow.

This lesson provides an overview of the important elements of workers' compensation so that as a supervisor you can recall this information and apply it as needed.

Lesson Learning Outcomes

After completing this lesson, you will be able to:

- Describe the Federal Employees Compensation Act (FECA)
- Describe the supervisor's role in dealing with workers' compensation claims
- List the steps to take when a worker is injured
- Describe keys to identify possible fraud

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Module 3: Labor and Employee Relations Lesson 2: Workers' Compensation

Supervisor Scenario



Click to review your team

Click to address this issue

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Module 3: Labor and Employee Relations

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Supervisor Scenario



As Kenya tells you about Caitlyn's injury, you close out some files and start to wrap up your day, while carefully considering Kenya's words. What guidance do you provide Kenya in this situation?



 *Click image to see your options.*

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Module 3: Labor and Employee Relations Lesson 2: Workers' Compensation

Scenario Response Options

The following are three options for how you, as a supervisor, could proceed.

- Honor the employees' request to not report the injury.
- Monitor the employee to ensure s/he is doing ok.
- Report the injury because delays in reporting can compromise an employee's rights as well as mushroom into a costly claim later on.

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Module 3: Labor and Employee RelationsLesson 2: Workers' Compensation



Overview

As a supervisor you are your organization's frontline defense in preventing employee injuries in the workplace. You do this by:





- Keeping a safe working environment; assuring good premises housekeeping
- Hold regular safety meetings to discuss potential hazards; encourage constructive employee input of safety concerns
- Ensure Personal Protective Equipment (PPE) is used when warranted, and used correctly
- Following-up when such concerns are raised
- Having ALL defective equipment and furnishings labeled, removed from service, repaired, or replaced
- Following your command safety policies and Safety Prevention Tips
- Setting the example

If one of your employees does become injured, then Workers' Compensation rules apply. Failure to follow the proper procedures and reporting requirements can result in potential legal, financial, and personnel issues for the organization and employee.

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ACCIDENT
↓
INJURY
↓
CLAIM
↓
COMPENSATION

Lesson Topics

This lesson covers the following main topics:

- Overview of FECA
- Common misperceptions
- Supervisor role and responsibilities
- Implications
- Basic requirements
- FECA EDI
- Form CA-1
- Medical documentation
- Continuation of pay
- Form CA-2
- Injury investigation
- Follow-up with employee
- Recurrence
- Is it legit
- Timekeeping
- Returning to work
- Privacy requirements
- Recap
- Resources

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What is the Federal Employees Compensation Act (FECA)?

The FECA provides compensation benefits to federal employees who are disabled due to injury or illness sustained while in the performance of duty. The FECA also provides for payment of benefits to dependents if a work related injury or illness causes the employees death. Benefits under FECA constitute the sole remedy available to Federal employees against the U.S. government for work-related injury, illness or death. A Federal employee or surviving dependent is not entitled to sue the United States or recover damages for such injury, illness or death under any other law.


Who administers the FECA?

The Department of Labor (DOL), Office of Worker's Compensation Programs (OWCP), is responsible for reviewing claims filed by federal employees. All entitlement decisions are made by DOL.

What forms are required if I need to file a FECA claim?

The DOL has established many forms that are used in connection with the FECA program. The injured employee will complete some forms while the employee's supervisor and physician will complete others. The various forms used are discussed in this lesson.

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Overview of the FECA Program

- What is the Federal Employees Compensation Act (FECA)
- Who administers the FECA
- What forms are required

 *Mouse over the bullets for more information.*

 *Click each letter for details.*

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Common Misperception

The uncertainty of managers and supervisors to initiate a claim when an incident or injury occurs is a common problem. A misperception exists that if the employee states he or she is not injured, then there is no need to file the required form.

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Supervisor Scenario Revisited

Now that you have a better understanding of some aspects of workers' compensation, let's revisit the earlier scenario where you were discussing Caitlyn's injury on the job with Kenya.

Look at your notes. Which supervisory option did you select as the best choice?

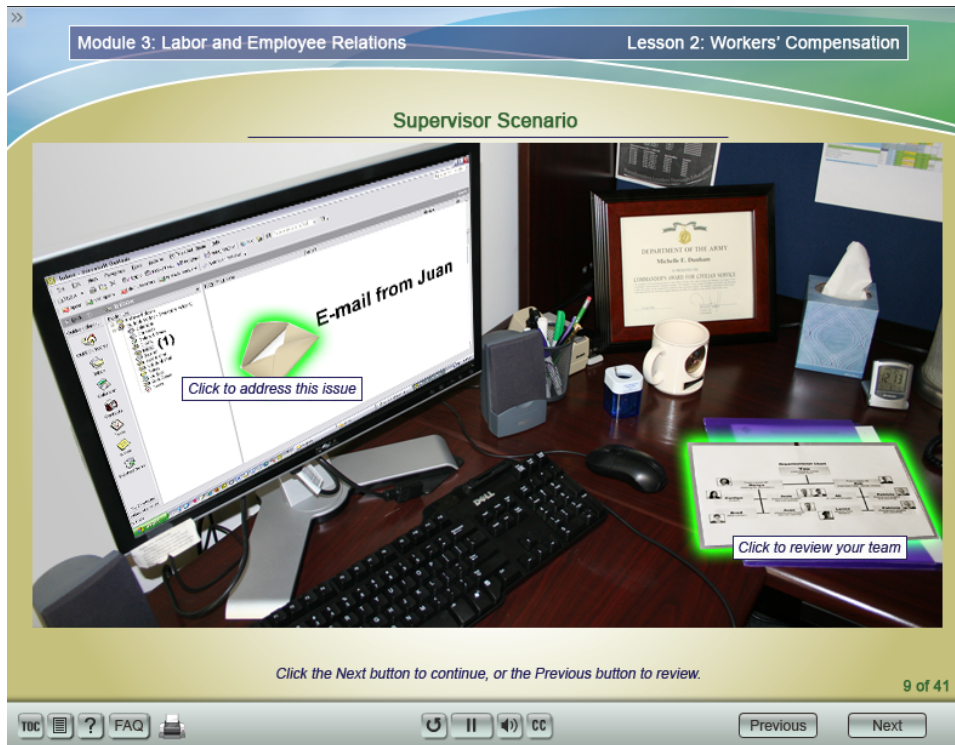
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Supervisor Scenario



After receiving Juan's email, you give him a call and ask him to come talk to you. After Juan explains what he intends to do, what is your response as his supervisor?



✦ Click image to see your options.

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Scenario Response Options

The following are three options for how you, as a supervisor, could proceed.

- Discourage Juan from filing the claim due to a change in the organization.
- File a workman's compensation claim using form CA-1.
- File a workman's compensation claim using form CA-2.

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You know your employees better than anyone else as well as the kind of work and the environment provided to accomplish the work.

Your insight will be helpful if an injury does occur so you can conduct a thorough and proper investigation of the circumstances surrounding the injury.


As a supervisor you may be privy to rumors passed around by employees regarding an accident that did or did not happen in the workplace. It is the supervisors responsibility to notify the Injury Compensation Program Administrator (ICPA) on the installation whenever an injury occurs. All injuries should be reported when they occur, since a minor injury sometimes develops into a more serious condition.

You also help the employee avoid interruption of their regular pay by timely reporting of the injury and filing the claim. The Injury Compensation Program Administrator will forward information, but ultimately the Dept of Labor decides if the claim will be accepted or not.

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Module 3: Labor and Employee Relations Lesson 2: Workers' Compensation

The Supervisor's Role



You are the most important link to workers compensation because you:

- Know the injured worker and the type of work being performed
- Can support or defend the action leading up to the incident
- Know if the employee was engaged in a work-related activity
- Help the employee get paid

 Mouse over the bullets for more information.

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The Supervisor's Basic Responsibilities in Worker's Compensation



- As a supervisor you should:
- Establish a safe work environment
- Ensure a safety-conscience workforce
- Get to know your CPAC Injury Compensation Program Administrator (ICPA)
- File claims immediately
- Provide prompt medical attention and caring support to the injured/ill worker
- Investigate the injury – what happened, are others at risk?
- Document the events, actions, conditions, witness accounts
- Work with HR to properly account for absence from work and Continuation of Pay (COP) if elected
- Restore the worker to productivity as soon as possible
- Maintain a watchful eye for fraudulent claims

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Safety





Establishing a safety culture begins at the top of the organization. Safety starts with the senior management team. Leadership must demonstrate an active commitment to safety and promote that commitment with a passion, down and through the entire organization. The following are key elements in any safety culture:

- The safety process must touch every person in the organization
- Safety must be a permanent agenda item, discussed at the start of every meeting
- Leaders must be held accountable for safety performance
- Safety must be integral to every activity

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When a worker is injured, he/she must receive compassion, support and medical attention. At this stage, it is the first priority. We may not yet know what transpired or how injured or ill the worker may be. We will expand on this point in subsequent slides.

Immediately contact your supervisor and Injury Compensation Program Administrator (ICPA) to report the injury. As circumstances unfold, safety considerations must be assessed. Is there potential for other workers to be injured or become ill? Have there been any other similar instances or reports? Properly document employee absences by coordinating with HR to ensure the proper timekeeping codes are used as well as requirements for Continuation of Pay (COP) if applicable.

Injured workers should be brought back to work as soon as medically possible. Accommodations can be made - light duty, part-time, other work-related accommodations. The longer an employee remains at home, the more difficult it becomes to precipitate the return. Eighty percent of workers' comp costs are attributed to "old cases" where the injured employee was never brought back to work.

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Considerations

When a workplace injury does occur, some supervisors think they have no recourse as far as a worker's comp claim is concerned. But the opposite is true. The supervisor is the first-line management that is the most intimate with the details necessary to validate a work related claim. You are the agency's eyes and ears--literally. Initiate the Workers' Compensation claim immediately by completing the appropriate forms, and keep the following important points in mind:

- Compassion
- Reassess safety conditions
- Document
- Bring the injured worker back as soon as possible

 *Mouse over the bullets for more information.*

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Fraud

Please be aware that the Workers' Compensation program can lend itself to fraud. The decision of accepting a claim rests with the Department of Labor; however, as a supervisor, you must report any facts/details that lead you to suspect fraud. If you suspect something is not right with a claim, then tell the ICPA. The ICPA can alert the Department of Labor as to the legitimacy of a claim filed. The Department of Labor will adjudicate the claim and accept or deny as they see fit. When the Department of Labor denies a claim, they also provide information for an appeals process.

Additionally, understand that workers' compensation is not a "retirement plan" or a means of dealing with a difficult employee. Most claimants can and should be returned to work promptly. Otherwise, an employee may end up on Workers Comp for a lifetime, costing the Army millions of dollars in lifetime benefits.

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The employee can not receive benefits if an injury is unreported. Wrong form or missing claim form submission dates can be detrimental to the employee (i.e., Form CA-16 which provides authorization for medical treatment for a work-related traumatic injury—retroactive issuance of the form is not authorized.)

The potential for fraud and increased costs. Not maintaining contact with the employee or making any effort to get the employee back to work or to return to work on light duty can contribute to this, as can a failure to challenge suspicious claims

The loss of employee production and increased burden on other employees




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What Are the Implications if a Workplace Injury is Not Managed Well?

Some of the implications if a workplace injury is not managed well include:

- Employee loses benefits
- Fraud and escalating costs
- Loss of production

   **Mouse over the bullets for more information.**

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Basic Requirements

If one of your employees is injured on the job, as supervisor you should take the following steps:

- Step 1: Provide a caring environment
- Step 2: Ensure the employee seeks medical treatment
- Step 3: Furnish hard copies of required forms
- Step 4: Document

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Supervisor Scenario Revisited

Let's revisit the earlier scenario where Juan had emailed you that he wanted to talk.

Look at your notes. After meeting with Juan and hearing his plans, which supervisory option did you select as the best choice?

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Leadership Application

NOT A GOOD CHOICE: As a supervisor, it is not your responsibility to decide whether or not a claim is valid. While this incident took place under a different supervisor, it is still your responsibility as the current supervisor to address the issue.

NOT THE BEST CHOICE: Compensation Act Form 1 (CA-1) is used for traumatic injuries only. As a supervisor it is your responsibility to know the correct form when initiating a claim. Using the incorrect form can unnecessarily delay the workman's compensation claim process.

THE BEST CHOICE: Compensation Act Form 2 (CA-2) is used for occupational disease claims which is most appropriate for this situation. Even though the original injury is beyond the three year statutory filing requirement, it is not your role as a supervisor to determine the validity of the claim.

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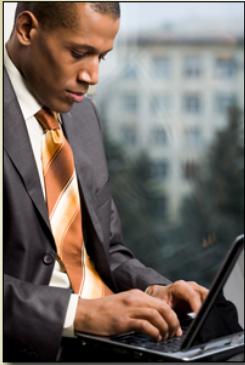
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Module 3: Labor and Employee Relations Lesson 2: Workers' Compensation



FECA Electronic Data Interchange (EDI)

Things to know about EDI:

- The purpose of the EDI project is to expedite processing of FECA claims for injured workers.
- The goal is to have all CA-1's and CA-2's submitted within 10 days from the date of injury, and CA-7's submitted within 5 days of the employees' signature date.
- Employees will be assigned a claim number within 48 hours of the time the claim is received by the Department of Labor.
- Faster claims processing leads to expedited medical authorizations, treatment, bill payment.
- Better service leads to faster recovery.

 **Note:** EDI is not new, it's about 8 years old now and it's use is mandated by CPMS.

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EDI Information Flow

How does EDI work?

- Employee reports the injury to his/her supervisor
- Supervisor and employee jointly complete the electronic form, which is transmitted to the Injury Compensation Program Administrator (ICPA)
- ICPA "authenticates" the form (i.e., verifies employment status, enters appropriate codes, corrects any errors); form is then transmitted to DOL
- DOL assigns case number within 48 hours

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[Click here for instructions on how to access an EDI document.](#)

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Form CA-1 Federal Employee's Notice of Traumatic Injury and Claim

Traumatic injuries are filed using Form CA-1

- When a date and time can be specified (cuts, falls, broken bones, etc)

[Click here for more details.](#)

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation Revised 04/01 **U.S. Department of Labor**
Office of Workers' Compensation Programs

Instructions: Please complete all items 1-10 below. Do not complete shaded areas.
Shaded: Complete before mailing to:
U.S. Department of Labor, Office of Workers' Compensation Programs, Complete shaded items 1-10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742,

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Form CA-1 Federal Employee's Notice of Traumatic Injury and Claim

Traumatic injuries are filed using Form CA-1

- When a date and time can be specified (cuts, falls, broken bones, etc)

For more detailed information and steps for completing Form CA-1, see Section 2-2, Traumatic Injury, Injury Compensation for Federal Employees, Publication CA-810 available at DOL website, Injury and Unemployment Compensation Division

<http://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf>

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Traumatic Injury Claim Key Points

As a supervisor, when a traumatic injury claim is filed, you should:

- Review front of CA-1 for completeness and assist employee in completing any deficiencies found ☐
- Advise employee of the right to elect Continuation of Pay (COP)
- Complete and sign back of the CA-1 and submit to OWCP (via ICPA) as soon as possible.
- Authorize medical care if needed by completing a Medical Treatment Form CA-16
 - Complete CA-16 within four hours of request whenever possible

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Traumatic Injury Claim Key Points

As a supervisor, when a traumatic injury claim is filed, you should:

- whenever possible
 - If doubt as to whether employee's condition is related to employment, note this on the form
 - May refuse to issue a CA-16 if more than a week has passed since the injury since the need for immediate treatment would have become apparent in that period
- Immediately notify the safety Officer of the accident or incident.
- Advise employee of her/his responsibility to submit prima facie medical evidence of disability within ten

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Traumatic Injury Claim Key Points

As a supervisor, when a traumatic injury claim is filed, you should:

- apparent in that period
- Immediately notify the safety Officer of the accident or incident.
- Advise employee of her/his responsibility to submit prima facie medical evidence of disability within ten calendar days or risk termination of Continuation of Pay
- If no time is lost from work other than on the day of injury and no medical bills are incurred, the CA-1 should be submitted to the ICPA.

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Note Regarding Medical Documentation

Supporting medical documentation:

- Must be submitted through the ICPA to OWCP within 10 working days of the submission of the CA-1
- Failure to provide medical evidence in the specified timeframe is grounds for termination of Continuation of Pay
- Initial medical documentation can be provided on a CA-16, a CA-20 (Physician's Report) or through comprehensive medical notes

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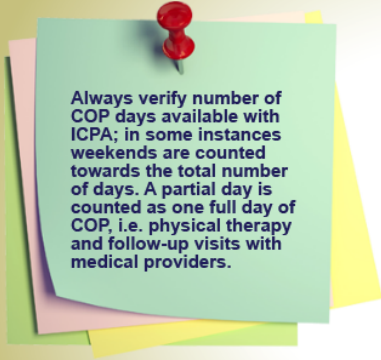
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Always verify number of COP days available with ICPA; in some instances weekends are counted towards the total number of days. A partial day is counted as one full day of COP, i.e. physical therapy and follow-up visits with medical providers.

Continuation of Pay (COP) or Leave

When completing Form CA-1, the supervisor needs to inform the employee of the right to elect continuation of pay (COP), or annual or sick leave if time loss will occur. Time keeping issues related to COP status is covered a bit later in this lesson. The following must apply:





- Must be a traumatic injury
- Must file the CA-1(or notice of injury) within 30 days of the date of injury
- Must provide supporting medical documentation within 10 calendar days
- Must begin losing time from work within 45 days of the injury.

 [Click here for more details.](#)

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Continuation of Pay (COP) or Leave

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


For more detailed information related to continuation of pay (COP), see Chapter 5, Traumatic Injury, Injury Compensation for Federal Employees, Publication CA-810 available at DoD website, Injury and Unemployment Compensation Division.
<http://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf>

 Click here for more details.

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Module 3: Labor and Employee Relations

Lesson 2: Workers' Compensation

Form CA-2 Notice of Occupational Disease and Claim for Compensation

Occupational illnesses are filed using Form CA-2

- When an illness or injury happens over the course of a period of time

Click here for more details.

Notice of Occupational Disease and Claim for Compensation **Form CA-2** **U.S. Department of Labor**
Office of Workers' Compensation Programs

Employer: Please complete all items 1 - 10 below. Do not complete shaded areas.
Employee: Complete all items 11 - 15 below. Do not complete shaded areas.

1. Employer's Name, Address, and City, State, and ZIP Code

2. Employee's Name, Address, and City, State, and ZIP Code

3. Employee's Social Security Number

4. Date of Onset of Disease or Injury

5. Date of Last Exposure to the Hazard

6. Date of Last Exposure to the Hazard

7. Date of Last Exposure to the Hazard

8. Date of Last Exposure to the Hazard

9. Date of Last Exposure to the Hazard

10. Date of Last Exposure to the Hazard

11. Date of Last Exposure to the Hazard

12. Date of Last Exposure to the Hazard

13. Date of Last Exposure to the Hazard

14. Date of Last Exposure to the Hazard

15. Date of Last Exposure to the Hazard

Signature of employee or person acting on his/her behalf

Signature of employer or person acting on his/her behalf

For sale by the Superintendent of Documents, U.S. Government Printing Office (Washington, DC 20540)

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Module 3: Labor and Employee Relations Lesson 2: Workers' Compensation

Form CA-2 Notice of Occupational Disease and Claim for Compensation

Occupational illnesses are filed using Form CA-2

- When an illness or injury happens over the course of a period of time

For more detailed information and steps for completing Form CA-2, see Section 2-3, Occupational Disease, Injury Compensation for Federal Employees, Publication CA-810 available at DoD website, Injury and Unemployment Compensation Division.

<http://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf>

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A photograph showing a person's hands and arms. They are wearing a light blue button-down shirt. They are holding a black pen in their right hand and writing on a white form. The form is open, and they are also holding the left page. The background is a plain, light-colored surface.

Occupational Disease Claim Key Points

For an occupational disease claim, as a supervisor you should:

- Review the form
- Complete and sign
- Review the employee's statement
- Prepare a supporting statement
- Advise about leave options
- Note exceptions

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Supervisor Scenario



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Supervisor Scenario



As Kenya tells you about Caitlyn's injury, you close out some files and start to wrap up your day, while carefully considering Kenya's words. What guidance do you provide Kenya in this situation?



 *Click image to see your options.*

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Scenario Response Options

The following are three options for how you, as a supervisor, could proceed.

Tell John that you cannot, in good faith, submit the workman's compensation claim, because he is falsifying the circumstances surrounding his injury.

Tell John that you know he just needs some time off and release him from duty for the next 3 days. Advise him to take it easy and come back to work next week. On John's timecard for that pay period, the time gone is not noted as leave. It is better this way to avoid all the paperwork.

Provide John with the CA-1 form and ask him to complete and return it so that you can complete your portion of the claim and forward it to the appropriate authorities.

 Read the options carefully and select the one that seems to be the best choice. Write your selection down on paper. Later we will review all three options and why each may or may not be the best choice. For now, let's look at the lesson content.

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Injury Investigation

Once you have taken care of the injured employee, it is important that you investigate the injury and prepare your statement regarding the incident. Identified here are three important actions to follow.

- Visit place where injury occurred. Make notes of what happened
- Speak with witnesses, ask what they saw & heard
- Speak with Safety Officer about what can be done to ensure this injury never happens again

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Follow Up With Employee

It is important supervisors make every effort to communicate with an injured worker during the early stages after an accident. Telephone the employee at home and...

- Ask what limitations doctor placed and why.
- Ask when will employee be able to return to work.
- Emphasize light duty, modification of duties
- Emphasize sympathetic caring environment

If the employee must be off more than a week, phone the employee every week for status. Remind the employee he/she must furnish a medical statement ASAP supporting time off work.

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Recurrences

There are two types of recurrence which an employee can file a claim for:






1. Recurrence of disability
2. Recurrence of a medical condition

  [Click here for more details.](#)



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Is It "Legit" ?

Some red flags to be aware of are:

- Unexplained time delay in reporting injury or getting medical care
- There are no witnesses even though injury happened in area where it should have been observed
- Witness frequently serves as witness for other injuries
- A witness that typically would not have been in the area of the accident
- An employee with a recent or pending adverse action or nearing the end of a tour, (i.e., term, temp, indefinite appointment).
- Injury reported immediately after weekend or holiday
- Employee changes account of how injury happened

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If You Spot A "Red Flag"

If you notice a "red flag"...

- Talk to your ICPA; relay your concerns
- Write down all information you have and give to ICPA
- Army has only ONE opportunity to challenge a suspicious claim, and that is before the claim is adjudicated

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Important codes to remember:

- LT = Traumatic Injury
- LV = Excused Absence
- LX = Nonwork, Paid (Day of Death)

Timekeeping

Supervisors should keep these four points in mind:

- Day of injury - mark hours missed as LU (Date of traumatic Injury)
- Day after injury, "COP" (Continuation of Payment) begins. COP does not deduct from employee's leave balances. COP applies only to traumatic injury.
- Timecards are marked LT (Traumatic Injury) while on COP for the number of days doctor says employee must be off.
- Employee must provide doctor's written statement, with number of days needed to be off. Be sure ICPA gets a copy.

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Lesson 2: Workers' Compensation



Returning to Work

As a supervisor, remember:

- If an employee is never able to meet the physical requirements of the old job, work with CPAC and ICPA to create a new job within employee's capabilities
- The Army is paying the employee whether s/he works or stays home.
- If the employee is able to return to work, immediately notify the ICPA

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Privacy Requirements

Supervisors need to be sensitive to the rights of individuals to be protected against the unwarranted invasion of their privacy. Supervisors are expected to handle information with care and to restrict access to those with a specific need to have it.

Worker's compensation records are protected from release under the Privacy Act and DOL/GOVT-1.

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Recap Of Supervisor's Role

Let's briefly recap what you need to do in managing workers' compensation claims:



- Encourage safe work habits and conditions and enforce safety regulations; Prevent injuries
- Handle injuries correctly if they occur
- Investigate all facts of injuries and challenge all suspect claims
- Complete and submit forms to ICPA in a timely manner
- CA-1 and CA-2 as soon as possible.
- CA-7 within five workdays of receipt, in concert with ICPA
- Input claim into EDI or give CA-1/CA-2 to ICPA if you have no computer access
- ICPA is your partner in all aspects of Workers' Compensation
- Keep in contact with the employee
- Preserve employee's right to confidentiality and privacy of medical records and employee information
- Getting injured employees back to Army's workforce is a win-win for everyone

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Supervisor Scenario Revisited

Now that you have a better understanding of workers' compensation, let's revisit the earlier scenario where you, Bob, and Kenya all attend the day-long seminar, held at the local Civilian Personnel Center and were presented with a workers' compensation scenario.

Look at your notes. Which supervisory option did you select as the best choice?

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Leadership Application

NOT A GOOD CHOICE: As a supervisor, once you have been made aware of an injury, you should initiate the claim. It is not your responsibility to evaluate the merits of an employee's claim. Not filing the claim could result in significant negative consequences to the supervisor and organization.

NOT THE BEST CHOICE: This course of action not only sets a bad precedent and is contrary to the Federal Employees Compensation Act, but also violates the responsibilities of the supervisor regarding leave management. Also In addition, it is contrary to the Army values you purport to uphold. This choice could result in your removal and other serious charges leveled against you and the....

THE BEST CHOICE: You are fulfilling your responsibilities as a supervisor by initiating the claim for Workman's Compensation. Your assessment of the injury will be critical in eventually determining whether the claim will be approved. Be sure to state the facts as you know them and provide supporting documentation wherever possible. Check with your local Injury Compensation Program....

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Additional Considerations to Research

- What forms are required for reporting an injury or incident?
- What is the time frame for reporting an incident, filing a claim, etc.?
- What are the responsibilities of the employee in documenting and communicating a workplace incident/injury?
- What information should remain private and

[Click here](#) to open a PDF file of this list. You can then print it and add it to your Supervisor Development Folder.



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Module 3: Labor and Employee Relations


Lesson 2: Workers' Compensation



Additional Considerations to Research

- What information should remain private and confidential?
- How do you document leave status in case of an incident/injury?
- What are the consequences of a poor decision in the case of workman's compensation on the individual? supervisor? organization? Army?
- What information does an injured worker receive

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Lesson 2: Workers' Compensation



Additional Considerations to Research

- What information does an injured worker receive regarding his/her worker's compensation rights and responsibilities?
- How should injured workers give proper notice of their injury to their employer?
- How do you know which form to file for each individual claim?
- What are the time limits in filing each of the

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Additional Considerations to Research

- What are the time limits in filing each of the different claims?
- Who is your Injury Compensation Program Administrator (ICPA)?
- What tools do employers use to fight abusive claims?
- In the last scenario, what happens if John doesn't follow through and submit the completed

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Additional Considerations to Research

doesn't follow through and submit the completed paperwork?

- How do you respond to questions from other co-workers regarding this issue? How should you handle issues of confidentiality?
- How is Workman's Compensation abuse defined?
- What action do you take if medical treatment is

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Additional Considerations to Research

defined?

- What action do you take if medical treatment is required?
- What is the time limit for filing the CA-1?
- Does the employer have the right to deny a claim? Why or why not?
- Managing the change well?

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Lesson Takeaways

This concludes your lesson on the Federal Employment Compensation Act and Workers' Compensation. As supervisors of DA civilians, having a firm understanding of how to deal with employee injuries in the workplace is critical in taking care of your people as well as safeguarding the Army from fraud and abuse of the system. Understanding and correctly applying the procedures covered in this lesson will put you well on your way to effectively managing this process.



 *Click image for Supervisor Reflections*

Do you have a thorough understanding of the Lesson Takeaways? Do you still need to do some reading about the Additional Considerations listed on the previous screen? If you feel confident about your knowledge of Worker's Compensation, proceed to the next lesson. If not, use the flyout menu to review, or use the Reference tool or FAQ tool to gain more knowledge.

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Reflections for a Supervisor

As a supervisor, consider the following...

- How safe is your work environment? How do you know it's safe?
- Do you clearly understand who is eligible for Workers' Compensation benefits?
- Do you understand what types of injuries are covered by the Federal Employees Compensation Act?
- Have you already experienced events where workers' compensation applied? If so, did you follow all the steps outlined in this lesson?

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A certificate of completion for the Workers' Compensation lesson. The certificate is framed in a blue border and features a gold seal. The text on the certificate reads: 'CERTIFICATE OF Completion', 'THIS AWARD IS GIVEN TO', 'You', 'IN RECOGNITION OF SKILLS GAINED BY', 'PARTICIPATION IN THE AWARD MANAGEMENT', 'STAFF COLLEGE'S R.I.D.C. LESSON'.

Lesson Complete!

Congratulations, SDC Student.

You have completed the Workers' Compensation lesson. Remember, you can always come back to this lesson to review.

By clicking the Next button, you will be given the opportunity to provide us with feedback on the lesson you have just completed. Your input is important to us, and will help us keep our content and playability at the highest level possible.

Congratulations!

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