

SUPERVISOR'S OWCP CHECKLIST

Name: _____

DOI: _____

Claim #: _____

1. Injury Reported -

- Employee reports incident by completing OSHA form at website <https://www.ecomp.dol.gov/#>
- Employee may then access CA 1, Traumatic Injury or CA 2, Occupational Disease claim form
- Supervisor receives email notice of OSHA form and or CA 1 or 2 form to complete

2. Notify Safety -

- Upon receipt of OSHA 301 email notification, review and forward form to Safety Designee

3. Medical Documentation – (Must be signed by physician)

- CA-16, Authorization for examination (only issue within 48hrs of injury)
- CA-20, Attending Physician's Report (each time medial treatment received)
- CA-17, Duty Status Report (must submit after each treatment)
- Injured employee must notify physician that Agency offers light duty

4. Continuation of Pay (COP) – Must be supported by medical documentation

- 45 calendar days entitlement following date of traumatic injury**
- Time card code for COP: LU for date of injury and LT 45 days after injury
- Four digit code for time card is month and day of injury
- If claim is denied, change COP to LS, LA or LWOP
- Notify ICPA when COP is used (supporting medical documentation required)

5. Medical Authorization – Must be supported by medical justification

- Physician requests authorization: phone (844) 493-1966, fax (800) 215-4901, <http://owcp.dol.acs-inc.com>
- Medical Provider must have **ACS Provider Number** to receive authorization
- Physician must state ICD-9, diagnosis code and CPT, procedure code

6. Compensation after 45 days – IF NEEDED - Must be supported by medical documentation

- Must be in LWOP (Leave Without Pay) status
- CA-7, Claim for Compensation (submit every two weeks)
- SF-1199A, Direct Deposit Sign-up
- After 80hrs of LWOP, submit SF-52 to HRO requesting LWOP status
- Pay rate is three-fourths (3/4) *with* dependents and two-thirds (2/3) *without* dependents

7. Medical Bills –

- Website: <http://owcp.dol.acs-inc.com> (**Provider search is available on this site**)
- Medical Provider must have **ACS Provider Number** to receive payment
- Bills submitted manually must be submitted on HCFA-1500 or UB-92

Mailing Address: US Dept of Labor-OWCP ACS Customer Service: (844) 493-1966
PO Box 8300
London, KY 40742-8300

8. Reimbursement – IF NEEDED

- OWCP-915 - Medical and OWCP-957 - Travel – Submit with required documentation to ICPA

9. Agency Point of Contact – ICPA:

SGT Ryan Murphy
Phone: 603-227-1507
E-mail: ryan.c.murphy24.mil@mail.mil

MSgt Kevin McElroy
Phone: 603-225-1332
E-mail: kevin.p.mcelroy3.mil@mail.mil