

TO THE EMPLOYEE - PLEASE READ!

Guidance for a Claim of Traumatic Injury (CA-1)

Important: We wish to stay in contact with you during the compensation process. Please include an *alternate* email below if you expect to be out of the office.

Email: _____

Complete the CA-1

To protect all potential benefits due for your work-related injury, you must complete a "Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation" (Form CA-1) and give it to your supervisor. You and your supervisor have portions to complete on the form. The completed form must be received by the NIH Workers' Compensation Specialist within 30 days for you to receive Continuation of Pay (COP) - see page 2 for information on COP.

To complete your portion of the application, you must:

1. Complete Items 1 through 15 (with the exception of Items 14a, b and c) on the front of the CA-1;
2. Forward to your supervisor:
 - The CA-1 form, with your sections (Items 1 - 15, except for 14a, b and c) completed, and
 - The name of anyone who witnessed the accident.

Warning: Intentional falsification of a claim for compensation is subject to criminal prosecution and penalties.

Your Claim

Your supervisor will return the completed CA-1 form to the NIH Workers' Compensation Specialist. If you lose time from work, incur medical expenses or visit OMS more than two times as a result of the injury, the NIH Workers' Compensation Specialist will forward your claim, and any additional relevant information, to the Department of Labor (DOL) for review.

Bills

Reasonable medical expenses related to the evaluation and treatment of your injury may be recoverable. Expenses are reimbursed if:

1. Your claim is accepted by DOL;
2. Your requests for reimbursement are properly completed; and
3. Your requests for reimbursement are filed in a timely fashion.

The expenses are your responsibility, unless each of the above three conditions is fulfilled. Further information on those three conditions follows:

1. DOL determines which claims are accepted. If DOL accepts your claim, they will notify you by mail. The notification will define the specific aspect(s) of your claim that they will accept.
2. Requests for reimbursement must be properly completed. Physicians and other selected health care providers must submit their bills on form OWCP 1500. This form is available from OMS. Hospitals must submit their bills on a Form UB 92. This form is maintained by hospitals and is not available from OMS or the NIH Workers' Compensation Specialist. To recover your out-of-pocket medical expenses (for example, bills for prescriptions and over the counter medications, physicians bills you pay), you must complete an OWCP 915 for and provide required documentation. This form is available from OMS.
3. File requests in a timely fashion. Bills must be submitted to DOL within one year after the end of the calendar year in which the expense was incurred or the service was provided or within one year after the end of the calendar year in which the treated condition was first accepted as compensable by the DOL, whichever is later.

Lost Time

You must return to work if your supervisor can provide duties that do not exceed your injury-related limitations. If you do not return to work, NIH will stop COP and the DOL will terminate compensation.

If your supervisor cannot provide duties to permit you to return to work, you may be eligible for COP. To maintain your eligibility you must complete the CA-1 (as instructed above) and submit adequate medical documentation to OMS. Adequate medical documentation includes complete and accurate medical details (that is, medical history, physical exams and diagnostic tests, treatment provided and response to treatment) that will establish a causal relationship between your claimed condition and your Federal employment. The document must address your limitation, the period of time that your physical activities will be limited and an expected return to work date. (NOTE: COP will be stopped if the medical evidence is not received within 10 calendar days from the date you stopped work or the date of the request for COP.)

Your supervisor needs a note from your doctor also, which states the dates you cannot work due to your injury.) Ideally, you should use an OMS Medical Evaluation of Work Status form to facilitate this communication. When your physician changes your physical restrictions, you must return promptly to OMS. An OMS employee will contact your supervisor to determine if he/she is able to provide appropriate duties to permit you to return to work.

If you are not entitled to COP, or your entitlement has ended, you may request sick leave, annual leave or leave without pay (LWOP). If you choose LWOP, a Claim for Compensation form (CA-7), which is available from the NIH Workers' Compensation Specialist, may be filed with DOL for wage loss. If you choose to use your own leave, later you may have your sick or annual leave used for an occupational injury restored through a process called Leave Buy Back (LBB). The LBB claim must be submitted within one year of the date the leave was used or the claim was accepted, whichever is later. For more information on LBB, contact the NIH Workers' Compensation Specialist.

You may also be eligible for up to four hours of Excused Absence per day for doctor or physical therapy appointments, within 6 months of the date of illness. For more information, please speak with the NIH Workers' Compensation Specialist.

Compensation Questions

For questions call (301) 496-2404.

TO THE SUPERVISOR

Guidance for a Claim of Traumatic Injury (CA-1)

Complete the CA-1

Before you accept this form the employee must complete Items 1 -15, except for Items 14a, b and c.

Your responsibilities:

1. Obtain the witness' statement (Item 16), if there was a witness; and
2. Complete Items 18 through 38 on the back of the form.
3. Enter the date you received the form in item 23.

If that date is more than 30 days from the date of injury the employee is not eligible for Continuation of Pay (COP) and must use his/her own leave or LWOP.

If that date is 30 days or less from the date of injury and the employee is unable to work due to the injury, the employee must be granted COP. However, if the worker does not submit adequate medical documentation to OMS and you within 10 calendar days of the first day of his/her absence, COP should be stopped. An OMS clinician will determine whether or not the documentation adequately establishes a causal relationship between the medical condition and the reported injury and the extent of the functional restrictions.

4. The NIH Workers' Compensation Specialist will complete all codes.
5. Return the completed CA-1 form within 48 hours of receiving the claim to:
NIH Workers' Compensation Program
Building 31, Room B3C23

Compensation Questions

For questions call (301) 496-2404.

Revised 11/28/12