

Injury Reporting Process

Questions?
Call your
ICPA 678-5732



We only have 14 calendar days from receipt of injury notice to submit to OWCP.

REMEMBER
Injury must be reported on Form CA-1 within 30 days following the injury in order to be eligible for COP

Employee Injured

Employee reports injury to supervisor

Supervisor refers employee to physician for evaluation and/or treatment.

1. Employee completes appropriate CA form; available at: <http://www.dol.gov/library/forms/FormsByNum.asp> and provides to supervisor.
2. Supervisor enters form CA-1 or CA-2 electronically into EDI system at <http://www.cpms.osd.mil/icuc/edi.aspx> within 48 hours of receipt from employee.
3. ICPA reviews claim verifies information with supervisor; forwards to OWCP within 3 days of receipt from supervisor

Did employee lose time from work and/or incur medical expenses?

ICPA records & files completed CA form in Employee's OWCP File

No

Yes

1. Supervisor and ICPA determine Continuation of Pay (COP) eligibility based on medical documentation provided by physician. (**Note: It is the employee's responsibility to provide medical documentation to the supervisor within 10 days**)
2. ICPA will submit the medical documentation to OWCP upon receipt of the claim number and provide claim number to employee.

Is absence expected to be long-term? (beyond COP period, if eligible)

Follow-up with McAfee Clinic for return to duty

No

Yes

- ICPA:
1. Counsels employee regarding workers' compensation benefits.
 2. Coordinates return to duty with employee, supervisor and OWCP.
 3. Coordinates with supervisor to accommodate light duty assignment

Employee follows-up with McAfee for return to duty

Employee returns to duty