EMPLOYEE'S
FLOW CHART FOR OWCP

Employees must report an injury to their supervisor immediately. In order to file a claim, injured employees must register and create an ECOMP account using the following link: https://www.ecomp.dol.gov/#/ . Training is available under the Help tab on the home page and the agency's LMS using the search feature for ECOMP.
Note* I-STAR and the OSHA-301 is for safety notification only.

A CA-16 can be provided for emergency medical treatment no later than 7 days after injur.
CA-16s are not provided Occupational Disease

Injuries must be reported to Safety via I-STAR

Yes
I know the date and approximate time of injury. **Complete form CA-1, Notice of Traumatic**

Did the injury occur during one work shift?

No
Injury occurred over more than one work shift. **Complete form CA-2, Notice of Occupational Disease**

Claims submitted within 30 days and medical submitted within 10 days of injury qualify for Continuation of Pay(COP). If your claim is denied a correction to your T&A will be performed to change any COP used to your leave of choice.

You are not eligible for Continuation of Pay(COP). If your claim is **approved** you have the choice to use leave or take LWOP and file form CA-7 for compensation from DOL.

Your supervisor will inform the timekeeper of COP eligibility. Once the COP period ends, if you remain disabled you can use leave or LWOP and file for compensation through the Dept. of Labor(DOL), by submitting a CA-7 through ECOMP.

You will begin your claim in ECOMP by completing the OSHA-301, then proceed to the applicable claim form. Once your portion is complete, your claim will be routed to your supervisor followed by final review of the Agency's Reviewer. DOL is the sole adjudicator of all claims.

ECOMP will provide a claim number within 24 hours after final submission of the claim to DFEC/DOL. If medical attention was received, please provide the claim number to your treating physician's office for proper billing to the Dept. of Labor.

CA-17 may be used to evaluate your ability to perform your regular duties.

Yes
You must provide medical restriction documentation to your supervisor for consideration of limited or light duty.

If medical treatment was provided,
Does your injury prevent you from performing your regular duties?

No
Provide medical clearance to your supervisor and return to duty immediately.

YES
You will be provide a Temporary Job Offer letter. Both you and your supervisor must sign. The Agency Reviewer will assist in submitting it for approval from your claim examiner. Provide updated medical bi-weekly. Duties will be adjusted until you can perform duties without restrictions. For less than full time hours and COP has ended, you can take leave or LWOP and file for compensation from the Dept. of Labor (DOL) by completing a CA-7. Claims must be **accepted** for compensation to be paid.

Can your supervisor accommodate your restrictions?

NO
If COP has ended or you were not eligible, you can take leave or LWOP and file for compensation from the Dept. of Labor (DOL) by completing a CA-7. Claims must be **accepted** in order for compensation to be paid.

All claimants must provide their claims examiner with updated medical after each appointment in order for bills to be paid timely.

If your claim is denied please follow the options provided by the DOL. Inform your supervisor if you have decided to pursue options for reconsideration of acceptance.

Keep in contact with your supervisor and provide updated medical bi-weekly. Discuss limited or light duty when improvements have occurred.

Return to duty once medically cleared for performance.