

# 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 -

- Employee completes OSHA 301 prior to filing claim and OSHA 301 is forwarded to Safety

## 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

## 5. Medical Authorization – *Must be supported by medical justification*

- Physician requests authorization: phone (844) 493-1966, fax (800) 215-4901, <http://owcpmed.dol.gov>
- Medical Provider must have **ACS Provider Number** to receive authorization
- Physician must state ICD9/ICD10, 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://owcpmed.dol.gov> (**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-04

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: Ashlee Mickelsen

State Headquarters Idaho National Guard  
Address 4794 General Manning Ave  
Street Bldg 442  
City/State/Zip Boise, ID 83705-8112

Phone: 208-422-3349  
Fax: 208-422-3332  
E-mail: [ashlee.m.mickelsen.civ@mail.mil](mailto:ashlee.m.mickelsen.civ@mail.mil)