

Federal Employees' Compensation – Frequently Asked Questions

Q) I was injured on the job. How do I file a claim?

A) You will need to complete either form CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation" or form CA-2, "Notice of Occupational Disease and Claim for Compensation." A traumatic injury is one that can be pinpointed to have occurred during one particular work shift – falling down the steps for example. An occupational disease is a medical condition that has developed due to work activities performed over more than one work shift.

Q) If there a timeline for filing a claim?

A) The Federal Employees' Compensation Act (FECA) provides that a claim for compensation must be filed within 3 years of the date of injury. If a claim is not filed within 3 years, compensation may still be paid if written notice of injury was given within 30 days or if the employer had actual knowledge of the injury within 30 days after it occurred

Q) How do I receive medical treatment?

A) The Federal Employees' Compensation Act is an "employee's choice program" which allows the injured worker to be treated by their primary care physician or to receive treatment from a military treatment facility at "no cost" to the injured worker or the federal agency. If emergency surgery is needed immediately, the injured worker will be provided the necessary form CA-16, "Authorization for Examination and/or Treatment"

Q) What steps should an injured worker take immediately following their on-the-job injury?

A) FIVE STEPS TO REMEMBER:

- 1) Notify your supervisor of the injury
- 2) Take form CA-16, "Authorization for Examination and/or Treatment" if applicable
- 3) Supervisor will complete form CA-1 after employee completes and forward to Injury Compensation Program Administrator electronically for processing

- 4) Injured worker takes form CA-17, "Duty Status Report" and form CA-20, "Attending Physician's Report" to the treating physician for completion and returns to supervisor and/or ICPA
- 5) Injured worker provides any medical bills and/or notices to ICPA to assist with payment

Q) Who can I contact for information about the status of my FECA claim?

A) The OWCP district office that services your claim is generally the best place to contact if you have questions about the status of your claim. You may also contact your Injury Compensation Program Administrator. You may contact either office by phone or in writing. When you mail a document to the Central Mailroom Department of Labor, the document is scanned into the case record based on the claim number written on it. The information is made available in the computer system to the assigned claims examiner. When you call the district office your call will be routed to an individual who can assist you with your concerns

Q) How do I learn my claim number?

A) When a case is created, a pamphlet is mailed to the injured worker which includes the claim number and basic information about available benefits. You will also receive a written notification from your Injury Compensation Program Administrator. Claims are generally handled based on the geographical area in which the injured worker lives. You will provide this claim number to all treating physicians and/or medical treatment facilities to ensure processing of medical bills associated with your injury

Q) How do I get a copy of my OWCP file?

A) To receive a copy of your OWCP file, please send a signed hard copy request to U.S. Department of Labor, DFEC Central Mailroom, P.O. Box 8300, London, KY 40742-8300. As is the case with anything you send to OWCP, please put your claim number on the top of every page, send only single sided copies, and be sure to provide a copy to your Injury Compensation Program Administrator for your records. You are entitled to one free copy of your case under the Privacy Act and you may obtain updates of your case file upon written request at no charge. You may be charged for additional copies of your case file by Department of Labor. If your claim file was created after 2002, you may if you prefer request that the copy of your case file be provided in electronic format on a CD-ROM