

CARRIER GUIDE TO FILE OWCP CLAIM (TRAUMATIC INJURY)

What is a traumatic injury?

A traumatic injury is an injury that is identifiable as to time and location and caused by an event that occurs over the course of 1 work shift. Examples: Sprained ankle, Broken leg, Broken Arm, back injury as a result of falling down; etc...

What do I do after suffering a traumatic injury?

- See your own physician
- Tell management immediately
- Tell your steward
- Request and fill out Ca-1

Ca-1: Requests Continuation of Pay for up to 45 days from the date of injury and this form has to be completed within 30 days from date of injury to qualify. You do not need to use your annual leave or sick leave when you have an accepted OWCP claim however the first 3 days after injury you must use sick or annual leave before COP can be rung. Get the receipt on the last page of the Ca-1 signed by management.

What forms do I need when I see the Doctor?

- **Ca-16:** This form authorizes medical care and payment for the doctor up to 60 days. See your own doctor. You must request this form; management must issue this form within 4 hours of a traumatic injury.
- **Ca-17:** This form informs management what medical restrictions the injured employee has for the duration of the injury. A proper Ca-17 filled out on management's side will always have listed under section 7a, Continuous lifting 35 pounds, and Intermittent lifting 70 pounds.

Get completed copies of all forms (includes management's portion).

If management does not provide any of these forms notify your steward immediately.

Management only has 10 days to forward the completed forms to the Department of Labor.

If you are unable to fill out the forms on your own the steward or someone else on your behalf can fill out the forms for you.

Questions with anything call the Branch Office: 612-781-9858.