

Injured Carrier Checklist CA - 2

Name of Carrier	File/Claim Number		
Was the Injury caused by events that happened over a period of time? (if yes follow instructions for a CA-2)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Yes</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

Step 1 – Report Injury

Report Injury to Supervisor	Name of Supervisor	Date Reported
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Request the following forms:

CA-2 (Notice of Occupational Disease and Claim for compensation)	
CA-17 (Duty Status Report w/ left side completed)	

Step 2 – Paperwork

Complete the Employee Narrative

You will need to explain your day to day duties as a letter carrier, (how long you sort and deliver mail. Estimate mail volumes, weights, distances and repetitions etc). Never exaggerate. Use action words that describe your work factors like walking, carrying, reaching, pushing, pulling. A written explanation of your job duties as a letter carrier provides your doctor with the information to form a rationalized medical opinion connecting your injury to your job. Try to keep your explanation to one page and take it to your Doctor (MD).

Doctor’s Narrative

OWCP requires a medical narrative that describes the relationship between the work factors described in your explanation and the diagnosed injury. The narrative must be based on objective medical evidence such as tests, x-rays, or MRIs. In this medical narrative, your doctor will need to make the connection between the work factors outlined in your job description and how it caused the diagnosed condition. OWCP does not consider pain a diagnosed condition, pain is a symptom not a diagnosis. If you are seen by a PA (physician’s assistant or CNP Nurse Practitioner) all medical reports must be countersigned by an MD. Have your medical provider complete right side of CA-17. **Follow the restrictions of your doctor**

Request either S/L, A/L or LWOP for absences until your claim is accepted. _____

Submit the CA-2 with the both narratives and CA-17 _____

Step 3 – Dealing with OWCP

Receive Claim Number from OWCP within 21 days (if not contact the Branch Office) _____

OWCP Request’s for more information – You have 30 days to submit the information requested. Any questions contact Branch Office _____

Acceptance Letter – When your case is accepted, the letter will identify those conditions that are accepted along with proper coding (payment for other conditions may be denied) _____

Denial Letter – Contact the Branch Office to discuss your appeal rights as some options have different time limits _____

Keep Copies of All Documents