STANDARD OPERATING PROCEDURES
FOR
FECA TECHNICIANS/SPECIALISTS
CA2 OCCUPATIONAL DISEASE AND ILLNESS CLAIM
ELECTRONIC DATA INTERCHANGE (EDI) CLAIM SUBMISSION:

1) **Check DIUCS daily for EDI submissions from Supervisors.** Claims must be submitted to DOL within 10 calendars days from receipt by the HRO.

2) **Verify EDI submission**
   a. Section #11. Date employee first became aware that he/she had an Occupational Disease or Injury.
   b. Section #12. Date employee first realized the disease or illness was caused or aggravated by employment
   c. Ensure that employee has signed and dated Section #18.
   d. Section #19. The reporting office should be your office's name and address: CNRSE HRO, Your address
   e. Section #19 OWCP Agency Code. Four digit chargeback code of the activity the claimant works for. (Example: NAVFAC – 6443).
      CPO Code: 2 alpha characters (Example: LH for NAS Jacksonville activities)
      OSHA Site Code: UIC for claimant's activity – always put 4 zero's in front of every UIC. (Example: 000069450) **This is very important because the chargeback bills will be pulled by UIC now, so please do not forget to include this when you authenticate all claims.**
      District Office – District 06 for Jacksonville, FL - District 16 for Dallas, Texas.
   f. Section #26. This date must be the same date as the supervisor's signature date.
   g. Section #29. Date employee was last exposed to conditions, if retired, indicated retirement date.
   h. #35 Supervisor comments.

3) **Print copy of claim form**
   a. You do not need to print the whole document, just the first 2 pages are all that is necessary for your filed.

4) **Submit to Department of Labor (DOL).**
   a. If claims are submitted early in the day, you should be able to get a claim number within 1 to 2 days. Claims submitted later in the day take longer to get claim numbers assigned.
   b. Check AQS of DIUCS for claim number by entering claimant's social security number.

5) **Controversion**
   a. If supervisor indicates in #35 that he/she wants to controvert/challenge the claim.
      i) After claim submission to ICPA, immediately refer the claim form and all supporting documentation to the specialist.

6) **Send email message to supervisor.** (Copy attached) Keep a copy of the message for the case file.

7) **Case File – One file for each claim submitted**
   Set up case file as soon as claim is submitted to DOL. Keep on desk until claim number has been received.

a. **Outer tab – Right side**
   i) Top Left
      (1) Claimant's Name
      (2) Date of Injury
   ii) Top Right
      (1) Case Number
      (2) Injury
b. **Inside Left Side**
   i) Copy of AQS printout (On top) printed once claim number is received
   ii) Copy of Claimant's PD if available
      It is a good idea to get a copy of the PD on all claims submitted.
   iii) Copy of date of injury SF-50 (Notice of Personnel Action)
c. **Inside Right Side - Everything should be filed from oldest to newest.**
   i) CA2 form printed from EDI
   ii) Original CA2 received from employee or supervisor
   iii) Copies of all medical received with CA2.
   iv) Claimant information form (Always keep on top) (Copy attached)

Copies of everything sent to DOL should be kept in the case file.
Psychiatric medical documents should be sent directly to DOL, copies should never be placed in your office case files.

8) When claim number is received, send letter to claimant. (Copy attached)
If you did not receive the CA-35 Questionnaire checklist for the claimed injury send it along with the letter.

9) Request Official Personnel Folder (OPF) from HRSE or Records Center, St. Louis
When OPF is received:
a. Prepare employment history (copy attached)
   i) Include all civil service jobs that claimant held to present, permanent, temporary, and details
b. If you don't already have a copy of date of injury SF-50, make copy from OPF
c. Copy of most recent or last SF-50
d. Copy of most recent resume or application in OPF
e. Copy of VA Disability notification and DD-214.

10) Occupational Health Clinic.
a. If your Occupational Health is agreeable to review the Occupational Disease and Illness claims, send all medical documentation, questionnaire response, and all information from the OPF to that office. (Copy of memo attached)
b. When response is received from Occupational Health, forward to DOL.

11) Put claim number on all medical documentation, Questionnaire, and all information from the OPF to DOL.
a. Do not wait for OPF or response from Occupational Health, send all documents received when claim is initially filed as soon as you get the case number.

11) Agency Specific Code #1
a. Access DIUCS
b. Access Case Query
c. Click on "Personnel Tab"

i) Scroll to Agency Specific Code #1
ii) Enter Date of Injury UIC (Uniform Identifier Code) (Example: 65886)

12) Input into TWMS

All active case files should be kept in a cabinet that is to be locked before leaving the office for the day. Inactive files should be kept in a separate cabinet and locked.

See SOP for purging case files.