

CASE FILE SETUP

A. LABEL:

1. Outside upper right tab
 - a. Top Left side of label
 - 1) OWCP Claim Number
 - 2) Claimant Name (Last, First Middle Initial)
 - b. Top Right side of label
 - 1) Date of Injury
 - 2) Injury

B. INSIDE FOLDER

1. Left Side (Top to bottom)
 - a. Automated Query System (AQS) printout
 - b. Claimant's Position Description (PD)
 - c. Claimant's date of injury Notice of Personnel Action (SF-50)
2. Right Side (Bottom to Top in Chronological order)
 - a. CA 1 or CA2 from EDI
 - b. Original or faxed CA1 or CA2
 - c. TWMS FECA Tracker Sheet
 - d. All medical documentation including dispensary permits, doctor notes, test results, and restrictions
 - e. All correspondence including Department of Labor letters, memos, miscellaneous memos, and notes.
 - f. Claimant information form (always keep on top)

Arrange vase files alphabetically

Maintain a separate file for each injury or illness

File recurrences (Form CA2a) with the original injury case file

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 office case files.

Maintain two separate sets of files: one for active cases and one for inactive cases.