

## **SUPERVISOR'S RESPONSIBILITIES**

### **1. TRAUMATIC INJURY CASES:**

- a. Upon receiving notice that an employee has sustained a job related traumatic injury, the supervisor will promptly authorize medical care. Form CA-16 (Request for Examination and/or Treatment) should be issued to any duly qualified physician or hospital of the employee's choice. In emergencies, after verbal authorization for treatment is given by the supervisor, Form CA-16 should be issued within 48 hours. If the employee reports the injury several days after the fact, or does not request medical treatment within 24 hours of the injury, the supervisor should use discretion when issuing a CA-16. The agency may refuse to issue a CA-16 if more than 5 workdays have passed since the injury. The supervisor or employee should request that the physician or hospital complete part "B" of the CA-16 and return it to the supervisor or directly to the Human Resources Office (HRO) within the three working days for processing. The supervisor must submit all OWCP documentation through their remote designee to HRO.
- b. In cases of traumatic injury where emergency treatment is necessary, the supervisor may contact the nearest qualified physician or hospital for initial treatment. Animal bites and eye injuries are among the conditions considered to be medical emergencies. Any further treatment that is considered to be necessary shall be obtained as soon as possible at the employee's option from:
  - (1) The hospital.
  - (2) The physician who provided the emergency treatment.
  - (3) Another qualified local physician of their choice.

It is the duty of the supervisor to authorize initial adequate medical treatment for acute injuries exclusive of disease and to transfer the employee for any subsequently needed treatment in the manner established above.

- c. Provide employee with a CA-1 for reporting the injury and give the employee a Receipt of Notice of Injury. The CA-1 should be forwarded immediately to the remote designee or OWCP Specialist at HRO.
- d. Advise the employee of the right to elect continuation of pay (COP) or the use of annual or sick leave if the injury is disabling.
- e. Advise the employee to file a CA-7 to continue compensation for pay when COP has expired and the employee is still disabled.
- f. Insure the CA-1 is completely filled out by both the employee and the supervisor and that this form along with all other pertinent information and documents are forwarded to HRO as soon as possible. Preferably the day they are received.
- g. Report all injuries, whether requiring medical attention or not on a CA-1. Injuries not requiring medical attention will be filed in the HRO for future references.
- h. Form CA-17 (Duty Report) will be used to obtain interim medical reports concerning the technician's duty status. The supervisor will furnish these forms to the employee for completion by the physician at intervals as often as the supervisor feels necessary. The supervisor will place the appropriate addresses in block 11 and 12 prior to sending the forms to the physician.
- i. The supervisor is required to notify the HRO when the injured employee returns to work or the disability ceases. The CA-3 is no longer used. It is an obsolete form.

## **2. RECURRENCE OF DISABILITY:**

- a. If same injury causes additional work stoppage, the supervisor is required to notify the OWCP specialist at HRO after the employee has returned to work. Unless the injury is of an emergency nature, the supervisor will not authorize medical treatment until authorized by OWCP Regional Office. A CA-16 will not be issued for recurrence of an injury. Only one CA-16 is issued per injury.
- b. Should an employee suffer a recurrence of disability and stop work, and if the initial claim has been approved by OWCP, the supervisor will promptly complete Form CA-2a. The employee will indicate whether they desire to continue to receive COP (please refer to instruction for COP) or use their annual or sick leave. (**NOTE:**) If the employee has neither annual or sick leave and 45 days has expired, LWOP will have to be authorized. The employee can choose to go on the OWCP payroll compensation, but should be cautioned that there may be a 6 to 8 week waiting period before compensation is received. If the employee still has a balance from their 45 days of COP and 45 days has not expired since first return to work, they are entitled to use the remainder of their initial COP authorization.

## **3. OCCUPATIONAL DISEASE CASES:**

- a. Upon receiving notice that an employee has sustained an Occupational Disease, the supervisor should contact their remote designee or the HRO OWCP Specialist for instructions.
- b. The supervisor will provide the employee with a CA-2 for reporting the claim. A checklist for specific diseases should also be provided. They may be obtained from your personnel office. Upon receiving the completed forms, review documents and make necessary comments. Forward to HRO as soon as possible. The claim should be filed within 30 days, but will meet the statutory time requirements if filed no later than 3 years after the onset of the disease.
- c. The supervisor should advise the employee of their right to elect sick or annual leave, pending adjudication of the claim by OWCP. (**NOTE:**) The 45 days of COP is not applicable in Occupational Disease cases).