

WHAT TO DO IF EMPLOYEE IS INJURED AT WORK

SUPERVISOR'S CHECKLIST

___ Ensure employee receives immediate medical care.

___ Advise employee of right & responsibility to initiate a claim. If the employee is unable to initiate the claim within three workdays, the supervisor should initiate it. Do not delay submitting the claim form, even without all documentation. Documentation may be submitted later if unavailable within three working days.

___ Provide employee with Form CA-16 (Authorization for Examination and/or treatment) to take to doctor or ER. This form authorizes the Department of Labor to pay physicians for services rendered.

___ Advise the employee of their right to:

- a. Be evaluated by Occupational Health at Fort Leonard Wood, 329-8512/8752 or their primary care physician. If they prefer, employees may continue care with our hospital or select a physician of their choice. Complete the CA16 & CA-17 for treatment at GLWACH or clinic of choice.
- b. Continuation of pay, if appropriate
- c. Compensation or annual/sick leave.

___ Complete side A of CA17 & provide to employee to take to the physician. Each visit requires a CA17.

*****LIGHT DUTY WILL BE ENFORCED AT FORT LEONARD WOOD*****

___ Submit CA-1/CA-2 electronically at <http://www.cpms.osd.mil/icuc/>

___ Provide medical documentation to the Injury Compensation Specialist immediately.

___ INVESTIGATE accident & submit documentation such as witness statements to the workers' compensation specialist to oppose the claim, if appropriate, request assistance to investigate. If possible, take steps to prevent similar accidents

___ Review form for completeness & accuracy, & assist claimant with correcting any deficiencies. Complete & sign reverse of CA1 & forward to CPAC. Sign & return to the employee the receipt attached to the CA1 form.

___ Always keep in contact with your employee while on total disability as to their current status.

___ Information (forms, regulations, policies, etc) is available online at http://www.wood.army.mil/wood_cms/2862.shtml.

The local Injury Compensation Specialist is Mr. Steven Beem at (573) 596-0293.