

Steps to Take:

1

Report the Injury to your supervisor

Obtain Medical Care

Ask supervisor to issue CA-16

If someone is asking you for your Agency information or your work site information please ensure you provide the below information to ensure the information gets to the correct place.

Adjutant General's Department
ATTN: NGOH-HRO-TB (OWCP)
2825 W. Dublin Granville Road
Columbus, OH 43235-2789

Fax: (614) 336-7052
Email: ng.oh.oharng.list.j1-hro-owcp@mail.mil

2

CA-16 can be issued for traumatic injuries reported within the first 48 hours

Completed CA-16 needs sent to ICPA within 48 hours.

3

Employee will need to register for ECOMP

OSHA 301 will go to safety and CA-1/CA-2 will go to DOL

All claims must be sent to DOL within 10 Calendar Days of submission to ECOMP

4

Medical Billing for OWCP is all sent to Conduent
US Dept. Labor OWCP– DFEC
P.O. Box 34450,
San Antonio, TX 78265-4090
(844) 251-4901



Federal Employees
Compensation Act (FECA)
Injury Compensation Program

OHIO NATIONAL GUARD Federal Employee, Injured at Work?

Steps to take and Helpful information



For more information, contact:

Mrs. Tara Bennett:
(614) 336-7389

or

Mrs. Brittany Melton:
(614) 336-7438

Email:
ng.oh.oharng.list.j1-hro-owcp@mail.mil

The Employees' Compensation Operations & Management Portal (ECOMP)

ECOMP is a Department of Labor online application that allows the employee to file the OSHA 301, CA-1, CA-2, and CA-7 forms electronically.

Before the employee can file the forms in ECOMP, they must register for an account.

The OSHA 301 form must be filed and filled out once the recordable work-related injury has occurred. Completing the OSHA 301 is not notifying DOL of your injury. That will only notify safety.

The employee will input their supervisors' information and forward the claim for them to review.

The claim will then be sent to the ICPA for final review and for submission to DOL.

All claims must be sent to DOL within 10 calendar days of the employee filing.

Registering in ECOMP:

"Department" is National Guard

"Agency" is either Air/Army National Guard T32 or T5

www.ecomp.dol.gov

Medical Care and Issuing the CA-16

Prior to obtaining medical care ask your supervisor to issue the CA-16 for medical authorization.

CA-16 can only be issued for traumatic injuries within the first 48 hours of injury.

Completed CA-16 will need to be sent to the ICPA within 48 hours and will not be placed in ECOMP with other medical documentation and forms.

Employee has the right to seek care at any place they would like, but they need to make sure the provider will accept FEDERAL Workers Compensation or they may encounter issues



CNSI

CNSI is who completes all billing for OWCP.

When you seek care, make sure to inform the billing department that your injury is going to be filed under the Federal Workers' Compensation Program and that your claim should not be confused with the State process.

Each area you are seen that has a separate billing department will need to be provided with CNSI's information.

Submit Medical Billing and Documentation/
Correspondence to :
U.S. Dept. Labor OWCP– DFEC
P.O. Box 34450 San Antonio, TX 78265

Phone Number: (844) 493-1966 or Toll Free (866) 335-8319
Authorization Fax: (866) 215-4901
CNSI Website: <https://owcpmed.dol.gov>

Conditions of Coverage

In order to be covered under the Federal Workers Compensation Program the employee must meet all of the 5 basic requirements:

1. **Timely Filing:** In order for the claim to be considered timely filed, it must be filed within 3 years of the date of injury, or date of awareness.
⇒ Continuation of Pay– 30 Days
⇒ Compensation (Medical) - 3 Years
2. **Civil Employee:** Employee must be a federal employee (Temps are still covered under OWCP)
3. **Fact of Injury:** Two parts to this, factual and medical.
⇒ Factual: actual occurrence of an accident or incident, or exposure in time, place, and manner alleged.
⇒ Medical: a medical condition diagnosed in connection with the accident, incident, or exposure.
4. **Performance of Duty:** The injury must have arose "in the course of employment" and the injury must also arise "out of the employment".
5. **Causal Relationship:** There needs to be a link between the injury and the work-related exposure/injury and any medical condition found.

Key Things:

All medical documentation must be signed off on by a Provider only. Medical documentation signed by a Nurse Practitioner or a Physician Assistant will **NOT** be accepted.

The medical must also show a specific diagnosis of the injury in order to be accepted. Pain is not a diagnosis but an ankle sprain would be.