

OCCUPATIONAL DISEASE CLAIM (FORM CA-2)

What is an occupational disease?

A condition that develops gradually from repeated work exposures or activities (for example, long-term chemical exposure or repetitive motion). It is different from a traumatic injury, which results from a single, identifiable incident or event occurring at a specific time and place (for example, a fall, lifting incident, or accident).

1. Seek medical care first

Get evaluated promptly and tell your doctor this may be a work-related illness. Ask for a clear diagnosis and a written explanation of how your job duties or exposures caused or aggravated the condition.

2. Notify your supervisor

Report the condition in writing as soon as possible, ideally within 30 days of realizing it may be work-related.

3. File Form CA-2 in ECOMP

Log into eCOMP and complete Form CA-2: Notice of Occupational Disease and Claim for Compensation, describing your symptoms, job duties, and exposure history.

4. Gather and submit evidence

Provide medical reports, test results, and a detailed work history that support a causal link between your job and the illness.

5. Meet the 3-year deadline

In most cases, Form CA-2 must be filed within 3 years from the date you first knew your condition was work-related or from the date of last exposure.



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HOW TO FILE A FEDERAL WORKERS' COMPENSATION CLAIM

NOTICE OF TRAUMATIC INJURY (FORM CA-1)

Step 1 – Get Medical Care First

If you are hurt on the job, seek medical attention immediately, even if the injury seems minor. Tell the treating physician that this is a federal work injury and that your care is under the Federal Employees' Compensation Act (FECA).

Step 2 – Ask Your Doctor for a Clear Report

Request that your treating physician provide:

A specific medical diagnosis (for example, "right rotator cuff tear," not just "shoulder pain").
A statement that explains how the injury occurred at work.

An explanation of how the diagnosed condition is related to your federal job duties or work event (mechanism of injury and causal relationship).

Work status and any restrictions (can you perform your date-of-injury job or not).

Provide this medical documentation to your agency as soon as possible and no later than 10 days if you are claiming Continuation of Pay (COP).

Step 3 – Notify Your Supervisor Promptly

Report the injury to your supervisor as soon as possible, verbally or in writing, even if you are unsure how serious it is. Give the date, time, place, how the injury happened, and any witnesses.

Step 4 – File Form CA-1 Online in ECOMP

Use Form CA-1: Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation for a single, sudden work event. Go to ECOMP (ecomp.dol.gov), create or log into your account, and select "Notice of Traumatic Injury (CA-1)" for your claim.

When completing the CA-1:

Be highly specific describing how the injury occurred (mechanism of injury) and list the exact body parts affected. Include details about your job duties at the time of injury and any tools, equipment, or conditions involved. Verify your contact information and your supervisor's information so OWCP and your agency can reach you.

Step 5 – Choose Your Pay Option (Continuation of Pay vs. Leave)

On the CA-1, you must choose one of the following options for time lost from work due to a traumatic injury:

Continuation of Pay (COP):

If you are disabled due to a traumatic injury and file Form CA-1 within 30 days, your employing agency must continue your regular pay for up to 45 calendar days of disability. COP is paid by your agency (not OWCP) and counts consecutive calendar days, including weekends and holidays. Any part of a day used is one COP day.

Your Own Leave: You may elect to use your own sick or annual leave instead of COP if you prefer.

To qualify for COP, you must:

Have a covered traumatic injury.

File the CA-1 within 30 days of the date of injury.

Provide supporting medical evidence of disability to your employing agency within 10 days of claiming COP.

Step 6 – Get and Keep Your Receipt

After you submit the CA-1, obtain and keep a copy of the completed CA-1 and the signed employee receipt of notice of injury. This receipt is your proof of timely filing and can be critical if there is a dispute about when you reported the injury.

Step 7 – Submit Supporting Medical Evidence

Provide your agency (and upload in ECOMP, if available) with your doctor's narrative report, test results, and any work-status notes.

Make sure the medical report:

Confirms your diagnosis,

Describes the mechanism of injury,

Explains how and why the injury is related to your job duties, and

States your work restrictions or disability dates.

Timely medical documentation helps protect your eligibility for Continuation of Pay and for ongoing OWCP benefits.