

THE DOCTORS GUILD OF TEXAS LOCAL #4

AFL-CIO AFFILIATED UNION DOCTORS

HELPING UNION MEMBERS WITH OWCP INJURIES

Our network of Doctors have a proven track r of serving Union Members for over 15 years are patient advocates

We are AFL-CIO affiliated and believe in good Health and Solidarity!!!

OWCP paperwork can be very confusing and consuming. We will handle all of that for you

214-255-5000

WHAT TO DO IF YOU GET HURT AT WORK

Was the injury caused by a specific event (if yes complete a CA-1 follow instructions below)

Was the injury caused by an occupational disease or injury that has happened over many shifts (if yes complete a CA-2 and seek medical treatment)

STEP 1- REPORT THE INJURY TO YOUR

SUPERVISOR- (*name of supervisor and date reported*) request the following forms: CA-1-report of injury must be supplied immediately CA-16 –sign by management (authorization for treatment must be supplied within 4 hours)

CA-17—duty status report must be supplied immediately with left side completed

STEP 2-PAPERWORK: Fill out CA-1 yourself (if immediate medical attention isn't needed) Request **COP** or S/L (if COP is requested the first 3 days must be sick or annual leave) Sign and give completed CA-1 to supervisor and get receipt on page 4 of CA-1

STEP 3-SEEK MEDICAL ATTENTION: You do have the right to choose a Doctor who accepts OWCP injuries. Bring CA-16 and CA-17 with you to your medical appointment. If you are seen by a nurse practioner or a PA -all medical reports must be countersigned by MD. Have your medical provider complete the right side of the CA-17 Initial medical report must be provided within 10 days **Follow restrictions of your doctor and remain compliant with your treatment.**

STEP 4- DEALING WITH OWCP: Receive claim number from OWCP within 21 days (if not contact the branch or regional office) OWCP requests more information—you have 30 days to submit information requested. Acceptance letter- when your case is accepted the letter will identify those conditions that are accepted along with proper coding (payment for other conditions may be denied) Denial letter- Contact branch or regional office to discuss appeal rights as some options have different time limits.