

Completing AR Review of a CA-1 or CA-2

Once a claim has been received by the AR after the supervisor has reviewed and forwarded the form, you must review and certify the form before it is submitted to OWCP. When the supervisor completes his or her review, you (as the AR) will receive an email from ECOMP advising you that the claim is pending AR review. Claim forms requiring review by the AR are listed in the Awaiting My Review tab in the AR Dashboard. To start reviewing a claim, select it and click the Review/Edit Claim button. Any changes or corrections to the information entered in the supervisor portion of the form may be made by the AR during this review process.

Please note that when an employee initiates a claim, he or she enters the email address of the supervisor to whom the claim will be sent. While the supervisor's email address must contain one of the allowable email domains for the organization, ECOMP does not have the ability to verify that the email address entered by the employee is in fact that of the appropriate supervisor. Therefore, special care should be taken to review the identity of the supervisor who has reviewed the claim, and confirm that he or she has the authority to do so. You can do so by simply reviewing the claim form on ECOMP or by calling the supervisor at the telephone number indicated on the form.

After selecting a claim for review, a claim summary and list of attachments are displayed. The email address of the individual who completed the supervisor review of the claim is also displayed. If desired, you may attach additional documents to the claim at this time by clicking "Attach New Document."

Next, a summary of the information entered by the employee in the claimant portion of the CA-1 form is displayed. As the cursor hovers over each field in the summary, a "Go to Field" button is displayed. You may click this button to view the information entered for that field in the employee portion of the form, but changes may not be made, as this information represents the employee's statements regarding the claimed injury.

Next a summary of information provided by the employee's supervisor in the Supervisor Portion of the CA-1 form is displayed. Any fields which were optional for completion by the supervisor, but are required for submission of the claim, will be shown in red and must be completed by the AR. As the cursor hovers over each field in the summary, a "Go to Field" button is displayed. You may click this button to go to a particular field of the supervisor portion of the form to edit information entered by the supervisor. After making any necessary changes, click "Back" to return to the summary page. Note – The Date Notice Received cannot be edited.

Next, to finalize submission of the form, select "Sign & Forward or File". You may change the extent of injury selected by the supervisor for a CA-1 if necessary. Note that if "No Lost Time" or "First Aid" are selected the CA-1 will not be forwarded to OWCP for creation of a case. Rather, it will remain with the agency and be listed in the "No Lost Time" tab of the AR Dashboard. This does not apply to review of a CA-2, which is always submitted to OWCP.

You also must indicate whether the claimed injury is related to one of the special events listed in the drop down list.

If the claim is not ready for submission and needs to be returned to the employee or supervisor for changes, you may select "Request Resubmission" and choose the reason for requesting resubmission from the drop down list. An email will then be sent by ECOMP notifying the employee and supervisor that the claim has been returned. The AR should take action to follow up with the appropriate party to address any deficiencies which prevented submission of the claim.

If the claim has been submitted to OWCP, a confirmation message is displayed, along with a summary of information pertaining to the claim. A copy of the claim form may be obtained in PDF version by clicking the "Get PDF" button.

As noted in the displayed statement, the PDF version of the claim form must now be printed and signed by all parties. The claim form with original signatures must be retained by the agency, to be made available to OWCP upon request.

When finished, click "Done" to return to the AR Dashboard.

The submitted claim will now be listed in the "Done" tab of the AR's Dashboard.