

The AR Dashboard

When you log into ECOMP as an AR, your AR Dashboard will be displayed. This is an interface which displays pending and completed claim forms for the organization to which you are assigned. The AR Dashboard allows you to track and manage claims for timely processing and submission to OWCP. The AR Dashboard also allows you to track timeliness of review by the supervisor, and generate additional email reminders to the supervisor regarding review of the form if necessary. You may also use the Dashboard to run reports on the timeliness of submission of forms CA-1, CA-2 and CA-7, as well as injury and illness trends reports.

The summary box at the top of the Dashboard shows the number of CA-1, CA-2, and CA-7 forms in each status for your Agency Group or Organization. The dashboard and summary box will also show OSHA-301 forms that have been filed by you on behalf of an employee. Note, however, that not all OSHA-301 forms will be displayed – only those filed by you will be displayed.

If you are assigned to multiple Agency Groups or Organizations, the drop-down filter located above the Dashboard may be used to display claims from a specific organization only. The Search feature may also be used to search the displayed list of claims for a specific employee name, ECN number or organization name.

Tabs

All claim forms for the Agency Group or Organization can be found within the various status tabs on the AR Dashboard. Note that each column within the tabs can be sorted by clicking on the column title.

The first column shows the ECOMP Control Number (or ECN) which was assigned to the claim by ECOMP when it was filed by the employee. The “Case #” column will show the OWCP case file number once the claim has been submitted to OWCP and a case has been created. The other columns show the employee’s organization; type of claim filed; status of the form; employee name; date of injury; date filed; and age of the form.

Awaiting My Review

This tab shows the list of claims which have been forwarded to you and are awaiting final review.

If more than one AR is assigned to an Agency Group or Organization, claims awaiting review will show up in the “Awaiting My Review” column of the Dashboards for all assigned ARs.

The following types of claims and statuses will be shown in the Awaiting My Review tab:

- Claims which have been reviewed by the employee’s supervisor and forwarded to you for final review will appear with status “Pending final review by FECA Agency Reviewer”

- Claim forms and OSHA 301 forms which were initiated by you on behalf of an employee but not completed will appear with status “Draft”

After selecting a form from the list, you may use the buttons at the bottom of the Dashboard to perform actions on the selected form.

A claim which has not yet been submitted to OWCP may be withdrawn by selecting it in the list and clicking the “Withdraw Form” button, but only if you initiated the claim. Claims can only be withdrawn by the person who initiates them, so you will not be able to withdraw claims initiated by employees. The reason for withdrawal of the claim must be provided.

A form which has been initiated by you on behalf of an employee, which is still in draft status, may be deleted by clicking the “Delete Form” button if you do not wish to proceed with filing the form.

All Forms

This tab shows the list of all FECA claim forms for the organization to which you are assigned. This includes those that have been processed and submitted to OWCP, those awaiting review, and those which were returned by you to the employee or supervisor. Only OSHA 301 forms which were initiated by you will be displayed on your personal Dashboard. Forms which have not been completed will show a status of “Draft.”

Filed by Me

You may initiate a claim or OSHA 301 form in ECOMP on behalf of an employee, if the employee is incapacitated or otherwise unable to initiate the claim or report. This tab shows the list of claim forms and OSHA 301 forms which were initiated in ECOMP by you.

Only forms filed by the particular AR who owns this Dashboard will show here. If other ARs who are assigned to the Agency Group or Organization have filed forms, they will show in their individual Dashboards. Also note that while a form filed by you will show in this tab, it will also show in other tabs within the Dashboard as appropriate based on status of the form.

Supervisor

This tab shows claims which are pending review by a Supervisor within the organization, and have not yet been submitted to you for review. As the age of the form is displayed, you may monitor the timeliness of processing of claims by the Supervisor, to determine if email reminders need to be sent regarding completion of the claim.

If a claim is aging, you can send another email reminder to the supervisor that timely review of the form is required. Although an email to the supervisor was initially generated by ECOMP, you may select the form from the list and click the “Remind Supervisor” button at the bottom of the Dashboard. A confirmation message will then be displayed noting that sending a reminder will void any previous email links sent to the supervisor requesting review of the form. To proceed, click “Yes.” In order to complete

the supervisor portion of the form, the supervisor will have to use the new link provided since the prior email link will now be invalid.

Please note that ECOMP will also automatically generate email reminders to a supervisor if action has not been taken within the allowed number of days for review specified in the agency's settings for ECOMP.

You may also select a claim from the list and use the "Reroute Form" button to send the claim to a different supervisor, if the one to whom it was originally sent is unavailable. After clicking the button, you must enter the email address of the new supervisor to whom the claim will be sent for review and completion of the supervisor portion of the form. Once this happens, the link contained in the email to the original supervisor is deactivated.

No Lost Time

This tab shows the list of claims which were filed as No Lost Time and No Medical Expense or First Aid Injury. This type of claim is not submitted to OWCP for creation of a case file, but rather held by the agency. Therefore, a list of claims with this classification will be maintained in ECOMP within the AR dashboard. If future developments occur related to the injury, such as lost time from work or medical expense, you may reactivate the claim and submit it to OWCP for a case to be created.

To reactivate a claim, select it from the list and click the "Reactivate Form" button at the bottom of the Dashboard. A dialog box is then displayed, where you enter the reason for reactivation of the form. The claim is then submitted to OWCP for creation of a case and further review.

Done

This tab shows claims which have been reviewed and finalized by the AR and submitted to OWCP, or claims that were withdrawn by the Filer.

Once a case has been created by DFEC, the case number will be displayed, and the status will change to "Case created by DFEC."

This tab will also show OSHA 301 forms which were initiated by you on behalf of the employee, and forwarded to the agency's ORK.

Rejected by DFEC

This tab shows claims which were submitted to OWCP but rejected and returned to you due to a deficiency. You are then responsible for taking action to correct the problem that was identified in order to resubmit the claim to OWCP.