

United States General Accounting Office

**GAO**

Personnel

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**GAO Employee's  
Guide To  
Job-Related Injuries**

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## What Should You Do If You Are Injured at Work?

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### Report Immediately

If you have a job-related injury, you should report it to your supervisor as soon as possible and should immediately seek medical treatment, if needed.

If you are a Headquarters employee, you should go to the GAO Health Unit, Room 1553, for observation, assessment of the degree of injury, and a medical recommendation. If you are injured at an audit site or field location, you should seek immediate medical attention at the closest medical office, hospital, or clinic.

An illness or disease that is caused or aggravated by your employment and damage to medical braces, artificial limbs and other prosthetic devices may be considered a job-related injury.

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### Obtain Medical Care

If possible, you should ask your supervisor to authorize medical treatment by using Form CA-16, Authorization for Examination and/or Treatment. In an emergency, you may obtain medical treatment without prior authorization and should notify your supervisor or have a representative notify your supervisor as soon as possible.

You can initially select a private physician or, if available, a local federal medical officer/hospital to provide necessary treatment. Take the Form CA-16 and Office of Workers' Compensation Programs' (OWCP) health insurance claim form -

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1500/HFCA and present them to the attending physician. Physicians must use the claim form to submit bills for payment. All medical documents resulting from the visit should be provided to Personnel's Employee Benefits Branch (EBB), Room 1181, GAO Headquarters building (Phone (202) 512-5902), as soon as possible to aid in timely case processing.

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**Medical Forms**

For your convenience, you can elect to have all medical bills resulting from your injury submitted to EBB which will record and forward them to OWCP for payment.

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**File Notice**

If you have a **traumatic injury**, you or someone acting on your behalf need to complete the employee's portion of Form CA-1, have your supervisor complete the supervisory portion and you return it to EBB as soon as possible, but not later than 30 calendar days after the injury.

If you have an **occupational disease**, use Form CA-2, Employee Notice of Occupational Disease and Claim for Compensation. For more detailed information carefully read the "Benefits" and "Instructions" sheets attached to Forms CA-1 and CA-2.

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**Obtain a Receipt of Notice**

A "Receipt of Notice of Injury" is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your

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personal records. If you don't receive it, ask your supervisor.

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**COP, Leave, or Compensation**

If you are disabled as a result of a job-related traumatic injury, you may claim COP not to exceed 45 calendar days, use sick leave, or use leave without pay (LWOP). To become eligible for COP you must submit Form CA-1 within 30 calendar days of your job-related injury. If you are disabled and claiming COP, you need to submit medical evidence that you sustained a disabling traumatic injury to your supervisor within 10 work days.

If you are disabled beyond the COP period, or not entitled to COP, and you wish to claim compensation for loss of wages, you should submit Form CA-7, Claim for Compensation on Account of Traumatic Injury or Occupational Disease, to EBB. Failure to comply with these procedures could result in an interruption of compensation benefits.



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