

MESSAGE FROM YOUR INSURANCE REPRESENTATIVE

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CA-2 - Occupational Illness/Disease Checklist

The following is a recommended checklist for workers who suffer occupational illness or disease.

1. Go to your Doctor. The first step is to determine if YOUR physician believes that your medical condition is causally related to your employment. Briefly describe the work you do as a letter carrier (CA-17 as described latter in this report) and ask your doctor if there is a causal connection between that work and your condition.
2. Report on CA-2. If your physician indicates the medical condition was caused, aggravated, accelerated or precipitated by your work, get a CA-2 from your supervisor. Complete it and hand it to your supervisor, DON'T place it in an in-box or lay it on his desk.
3. Get the receipt. Get the signed receipt portion of the CA-2 from the supervisor. Make sure the supervisor signed it and properly completed it, including placement of the injured workers name on it. Instructions on the CA-2 require the supervisor to complete the receipt and give it to the employee at the time the form is received from the employee.
4. Get complete copy of CA-2. Ask the supervisor to give you a copy of the completed CA-2 as soon as the supervisor to injury compensation specialist has completed management's portion of the form. Follow up and **make sure you receive a copy.**
5. Get completed copy of CA-17. Ask a supervisor for a Ca-17. This form tells your doctor what work you do, and allows the doctor to tell management what medical restrictions are necessary, if any. Make sure management has completed the left side. Tell your doctor that limited duty may be available. Have your doctor complete the right side of the CA-17 and then return it to your supervisor.
6. Write a description of your work. (*see website for carrier description*) Write a description of your normal work. Emphasize those aspects of your work that impact the injured body part. Make estimates of weights, distance and repetitions. NEVER exaggerate. Use qualifiers such as about or approximately. Print and sign your name and date it. Give a copy to your supervisor. After you receive a claim number from OWCP, send a copy to OWCP. Give a separate copy of your work description to your doctor.
7. Have your physician write a medical narrative. Ask your physician to write a medical narrative. Necessary elements of the narrative include: 1) a statement that he or she has read your description of work; 2) a definitive diagnosis; 3) a statement that the diagnosed condition was caused, aggravated, accelerated or precipitated by the work described; and 4) a detailed explanation of why the doctor believes so. Ask your doctor to send the narrative directly to OWCP, not to the Postal Service. (**Make sure you get a copy**).

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