



# **Automated Safety Incident Surveillance Tracking System (ASISTS) V. 2.0**

## **Graphical User Interface (GUI)**

### **User Manual**

**June 2002**  
**(Revised December 2018)**

Department of Veterans Affairs  
Office of Enterprise Development  
Management & Financial Systems



# Revision History

Initiated on 09/02/08

Date	Description (Patch # if applicable)	Project Manager	Technical Writer
09/02/08	Enhancements from Patch OOPS*2*15 – Privacy Act issues, modifications to the CA-7 to meet Department of Labor changes to the form	Zach Fain, Richard Muller	Corinne Bailey
04/03/12	Maintenance Patch OOPS*2*23 – Update pages 101, 103 regarding the "Reason for Controvert Report" and the "Reason for Dispute Report."	April Scott	Tim Dawson
12/13/2018	Maintenance patch, OOPS*2.0*32 – Update to page 5 to reflect disabling of menu options due to the decommissioning of the ASISTS application.	Rishan Chandarana	April Sessler/ Daniel Ades

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<b>Reason for Controvert [Blk 36] Report for 11/19/2010 through 5/18/2011 for Station - All Stations</b>	
<u># of Occurrences</u>	<u>Controvert Code</u>
0	a The disability was not caused by a traumatic injury.
0	b The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President.
0	c The employee is not a citizen or a resident of the United States or Canada.
0	d The injury occurred off the employing agency's premises and the employee was not involved in official off premise duties.
0	e The injury was proximately caused by the employee willful misconduct, intent to bring about injury or death to self of another person, or intoxication.
0	f The injury was not reported on Form CA-1 within 30 days following the injury.
0	g Work stoppage first occurred 45 days or more following the injury.
0	h The employee initially reported the injury after his or her employment was terminated.
0	i The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.
0	Controvert question checked Yes, but no Controvert Code entered
<b>Total</b>	<b>0</b>
<i>Number of Cases (from above) with additional "State the reason in detail" data in Block 36:</i> 0	
<i>Number of Cases not controverted during report date range:</i> 1	

REASON FOR DISPUTE REPORT ..... 102

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Reason for Dispute Report for 11/19/2010 through 5/18/2011 for Station - All Stations		
<b>Reason for Dispute Code</b>	<b>Lost Time Cases</b>	<b>No Lost Time Cases</b>
A personal, emotional, reaction to administrative activities	0	0
Different medical opinions about injury; weight of evidence	0	0
Different stories about what happened	0	0
Employee did not follow facility policies/procedures	0	0
Inappropriate medical provider	0	0
Injury was not work related	0	0
Investigation of incident does not support employee's statement	0	0
Medical diagnosis/treatment not related to claimed condition	0	0
No medical evidence to support work related injury	0	0
Timeliness of reporting incident	0	0
<b>Total Cases:</b> 0	<hr/> 0	<hr/> 0
<i>Number of Cases (from above) with additional "State the reason in detail" data in Block 36:</i>	0	0
<i>Number of Cases not disputed during report date range</i>	0	1

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# Introduction

## Welcome

Welcome to ASISTS GUI V. 2.0. This Graphical User Interface (GUI) version of the Automated Safety Incident Surveillance Tracking System (ASISTS) software package combines exciting new features with the established functionality ASISTS users have come to rely on. ASISTS GUI V. 2.0 is a full-featured, automated accident and illness reporting system designed for the Department of Veterans Affairs.

## Background

The ASISTS software package stores data on accidents causing injuries and illnesses reported via the Report of Incident. The employee may choose to apply for compensation using the Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (CA-1) when the incident is an injury and the Notice of Occupational Disease and Claim for Compensation (CA-2) for an illness.

Statistical reporting is performed on incidents occurring nationwide by extracting pertinent Report of Incident data from facilities and transmitting it to the ASISTS National Database (NDB). Reports are periodically generated from the NDB to identify systematic trends and to support prevention programs concerning front line health care worker exposure to bloodborne pathogens.

The ASISTS package provides the capability to electronically transmit CA-1 and CA-2 data to the Department of Labor (DOL). Federal Law requires that these forms be submitted within 14 days after the employee submits a claim for an accident or illness. The data is collected at each facility and is then transmitted to DOL via the Austin Automation Center (AAC). The transmission of each completed form is under the control of workers' compensation personnel at each facility.

## Goals

ASISTS has three major goals.

- Better tracking of employee injuries and illnesses  
ASISTS computerizes the Report of Incident as well as the OWCP CA-1 and CA-2 forms. These reports help improve the ability to trend and analyze accidental injuries and illnesses, thus helping to prevent future incidents from occurring.

- Reduce exposures to bloodborne pathogens from needlesticks, sharps, or body fluids  
ASISTS instantly notifies Occupational Health and other medical personnel when the employee reports an incident involving a bloodborne pathogen exposure, so that proper tests and treatment can be initiated. The data concerning exposure to bloodborne pathogens will be collected in a national database to identify national trends, training needs, and best practices for the benefit of all employees at every VA medical center.
- Reduce worker compensation costs  
ASISTS facilitates a case management approach to preventing future incidents and provides better management of workers' compensation claims. Through automation, the incident reporting process will be more accurate and be processed in a more timely fashion.

## **Reporting Process for the Incident Report**

When an incident occurs causing injury or illness, or multiple instances occur over time causing illness, a Report of Incident must be created. The individual involved goes to his/her supervisor, Occupational Health Unit, safety official, or (if it is after hours) to the Administrative Officer of the Day (AOD) to report the incident. A stub record on the incident is created using the option Create Incident Report. The stub record contains basic information related to the incident.

A bulletin called the Employee Bill of Rights is sent to the employee explaining his/her rights and entitlements to benefits following a work-related injury or illness. The safety official, supervisor, union representatives, and workers' compensation personnel receive a bulletin informing them that an incident occurred. If it happens to be a bodily fluid exposure, Infection Control (where applicable) and Occupational Health are also notified so they may plan follow-up care.

Once the initial stub record is created and a case number is assigned, the supervisor, safety official, or workers' compensation personnel gathers information about the incident, counsels the employee to complete a CA-1 or CA-2, and completes the Report of Incident using the Complete/Validate/Sign Incident Report menu option. Once the supervisor electronically signs the case, a bulletin is triggered to inform the safety official that the Report of Incident can be reviewed. The employee does not need to wait until the Report of Incident is completed to begin the claim process and may choose to initiate a claim for compensation by using the menu options Complete/Validate/Sign CA-1 for an injury or the Complete/Validate/Sign CA-2 for an illness.

The safety official reviews the Report of Incident using the Complete/Validate/Sign Incident Report menu option and completes the safety official related questions and comments on the Signatures Tab. The case should remain open until it is successfully sent to the Dept. of Labor or when the reporting process is complete.

## Reporting Process (CA-1/CA-2 Claims)

The employee enters data for the CA-1 or CA-2 using the Complete/Validate/Sign CA-1 option for injury and Complete/Validate/Sign CA-2 option for illness. When the employee signs their portion of the CA-1 or CA-2, this triggers a bulletin to the supervisor, union representatives, and workers' compensation personnel notifying them of the requirement to complete the form and file with the Department of Labor within 2-3 working days.

When the supervisor signs the CA-1 or CA-2 using the Complete/Validate/Sign CA-1 option for injury and Complete/Validate/Sign CA-2 option for illness, a bulletin is sent to the OOPS WCP mail group and also to the supervisor.

The case remains available to the employee for further editing until the supervisor signs it. If the employee retrieves a signed case, the electronic signature is removed and the claim must be resigned. However, once the supervisor signs the case, the original case is no longer available for edit by either the employee or the supervisor. To edit the claim, the safety official or the workers' compensation personnel must create an amendment.

If an employee is incapacitated and cannot electronically sign the claim, the workers' compensation personnel may sign for the employee via the Electronically Sign for Employee option.

The workers' compensation personnel should use the Complete/Validate/Sign CA-1 or Complete/Validate/Sign CA-2 menu option to complete and file the claim with the Dept. of Labor. The workers' compensation personnel should ensure that they have a hard copy of the claim with the employee and the supervisor's wet signature and any witness statements before electronically transmitting the claim to the Dept. of Labor. A hard copy of the CA-1 or CA-2 can be printed using the Print CA-1/CA-2 menu option. Two mailman messages will be sent to the OOPS WCP mail group when claims successfully process in ASISTS and transmit to the Dept. of Labor via the Austin Automation Center (AAC).

Data elements are extracted and transmitted from the ASISTS package to the AAC. In order for a case to be transmitted, it must have a "Closed" status. Members of the OOPS NDB MESSAGES mail group should be individuals who need to be notified of error messages or return messages from the AAC. The group must have at least one member for data to be transmitted to AAC. The date that a record is transmitted to the AAC is automatically recorded in ASISTS. Once the record is transmitted, it is no longer editable from ASISTS. ASISTS will not receive data back from the AAC.

The option, Scheduled Transmit National Database (2162) Data [OOPS SCHEDULED XMIT 2162 DATA], should be scheduled to run on a weekly basis during off-peak hours. Error checking is preformed to assure that the system is set up as required for mailing the mail messages and that the mail messages are created correctly. If an error occurs, a message will be sent to the mail group OOPS NDB MESSAGES advising of the problem.

## **508 Compliance**

Throughout the ASISTS application, if the software detects an active screen reader is being used, additional text is displayed to the user welcoming them to the system and instructing them on how to use the menu options to navigate through the application.

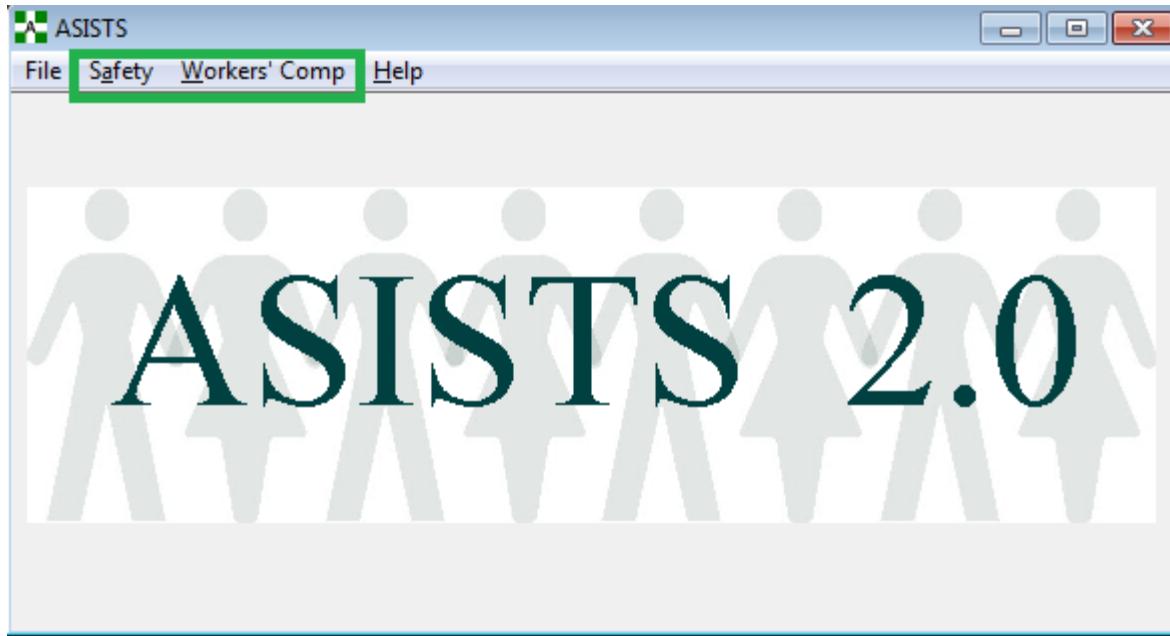
## **OSHA**

For information on OSHA's recordkeeping requirements, go to their website at <http://www.osha.gov/> where you can see the entire regulation on recordkeeping for injury and illness tracking in the work environment.

## ASISTS Menus

**Due to the decommissioning of ASISTS, effective on January 1, 2019, functionality will be available only to the users who have the "Safety" and "Workers' Comp" secondary menu options. The following menu's will no longer be available upon the release of patch, OOPS\*2.0\*32:**

Menu Name	Secondary Menu Option Name	
Employee	ASISTS GUI Employee Menu (Context)	[OOPS GUI EMPLOYEE]
Supervisor	ASISTS GUI Supervisor Menu (Context)	[OOPS GUI SUPERVISOR MENU]
Occupational Health	ASISTS GUI Employee Health Menu (Context)	[OOPS GUI EMPLOYEE HEALTH MENU]
Union	ASISTS GUI Union Menu (Context)	[OOPS GUI UNION MENU]



There are many different users of the ASISTS application - the employee, supervisor, Occupational Health worker, safety official, workers' compensation specialist, and union representative. Each user is assigned different privileges and a different set of menu options based on their role.

The ASISTS software is organized into the following menus: Employee, Supervisor, Occupational Health, Safety, Workers' Comp, and Union.

## **Employee Menu**

All employees have VistA access and are assigned the Employee Menu options. The Employee Menu provides the employee access to initiate a worker's compensation claim. Other menu options ensure the employee has access to the Employee Bill of Rights, as well as the ability to electronically validate and sign their claims. Users of the Employee Menu can only see their own incidents. The Employee Menu contains these options.

- Complete/Validate/Sign CA1
- Complete/Validate/Sign CA2
- Employee Bill of Rights
- Request for Compensation (CA7)

## **Supervisor Menu**

The Supervisor Menu may be assigned to any user with supervisory duties. The user creating the Incident Record will list the supervisor(s) of the employee involved. The Supervisor Menu provides a variety of tasks to facilitate efficient and accurate incident reporting.

Users with this menu only see records that have their name listed in the Supervisor or Secondary Supervisor fields on the Report of Incident. The Supervisor Menu contains these options.

- Create Incident Report
- Print CA1/CA2
- Complete/Validate/Sign Incident Report
- Complete/Validate/Sign CA1
- Complete/Validate/Sign CA2
- Employee Bill of Rights
- Print Report of Incident
- Print Incident Report Status

## **Occupational Health Menu**

The Occupational Health Menu is assigned to users who work in the Occupational Health Unit (Employee Health). Infection Control can be enrolled in the OOPS EH mail group to receive email messages regarding bloodborne pathogen exposure. Users with this menu can access all incidents within their facility. The Occupational Health Menu contains these options.

- Create Incident Report
- Edit/Validate Stub Record
- Employee Bill of Rights
- Reports
  - Log of Needlestick Incidents
  - Print Incident Report Status
  - Print Report of Incident
  - Summary Incident Reports
  - Display OSHA 300 Log

## Safety Menu

The Safety Menu is assigned to the safety official at the facility. Users with this menu can access all incidents within their facility. The Safety Menu contains these options.

- Change Status of Case
- Create Incident Report
- Create Amendment
- Complete/Validate/Sign Incident Report
- Edit Site Parameter
- Employee Bill of Rights
- Enter/Edit Location of Injury Detail
- Manual Transmission of National Database Data
- OSHA 300 Options
  - Classify Incident Outcome
  - Enter/Edit OSHA 300A Summary Data
  - Display Incident Outcome Report
  - Display Incidence Rates Worksheet
  - Display OSHA 300A Summary
  - Display OSHA 300 Log
- Reports
  - Log of Federal Occupational Injuries and Illnesses
  - Log of Needlestick Incidents
  - Print Incident Report Status
  - Print Report of Incident
  - Summary Incident Reports
  - Location of Injury Report

## Workers' Comp Menu

The Workers' Comp Menu is assigned to workers' compensation specialists at the facility. Users with this menu can access all incidents within their facility. The Workers' Comp Menu contains these options.

- Change Status of Case
- Complete/Validate/Sign CA1
- Complete/Validate/Sign CA2
- Electronically Sign for Employee
- Employee Bill of Rights
- Enter/Edit Union Information
- Print Blank CA1/CA2/CA7
- Edit Site Parameter
- Print CA1/CA2
- Print CA-7
- Print Dual Benefits Form
- Manual Transmission of DOL Data
- OSHA 300 Options
  - Display OSHA 300A Summary
  - Display OSHA 300 Log
- Request for Compensation (CA7)
- Reports
  - Log of Needlestick Incidents
  - Print Incident Report Status
  - Print Report of Incident
  - Summary Incident Reports
  - Filing Instructions Report
  - Reason for Controvert Report
  - Reason for Dispute Report

## **Union Menu**

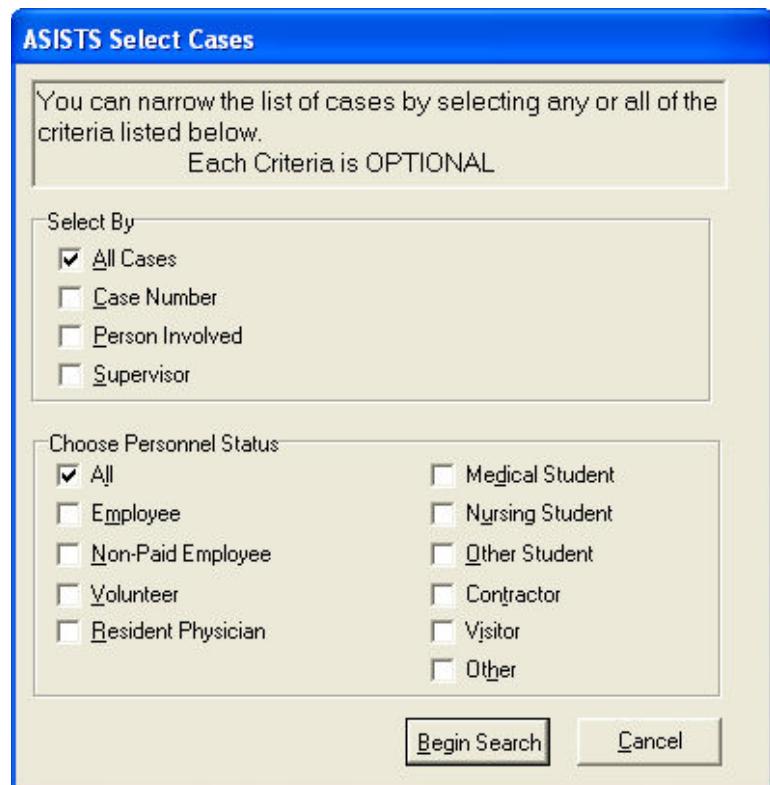
The Union Menu is assigned to the union representative members of the Accident Review Board at the facility. The Union menu provides the ability to see the Employee Bill of Rights and modified reports without names. Users with this menu can access all incidents within their facility. The Union contains these options.

- Employee Bill of Rights
- Reports
  - Display OSHA 300 Log
  - Log of Federal Occupational Injuries and Illness
  - Print Incident Report Status
  - Print Report of Incident

## Common Screens

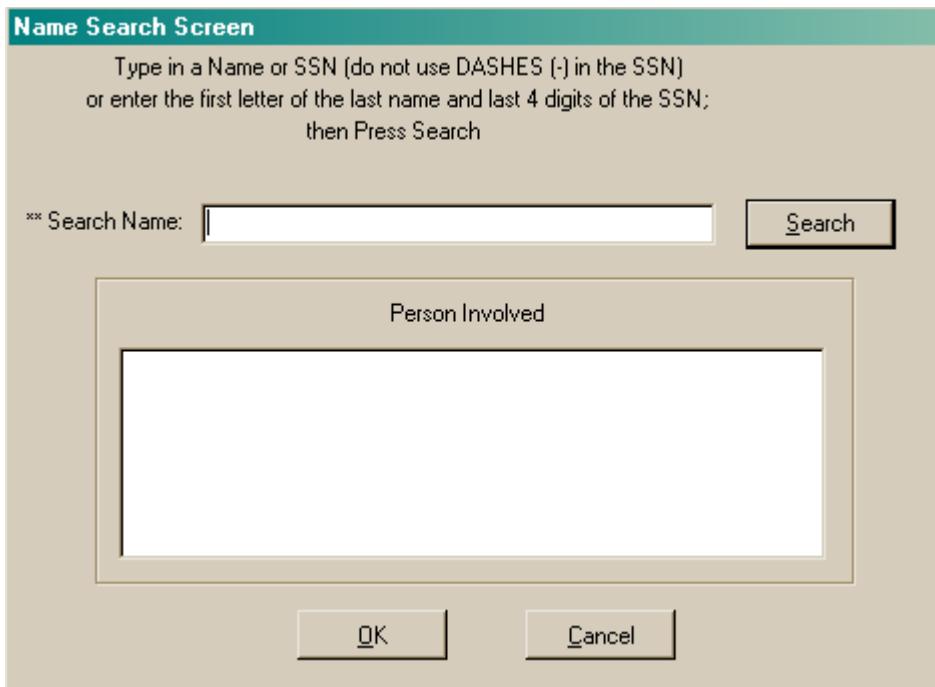
The screens shown below are common to many of the ASISTS options. They are displayed here and, for the most part, not shown in each individual option documentation.

### *ASISTS Select Case Screen*

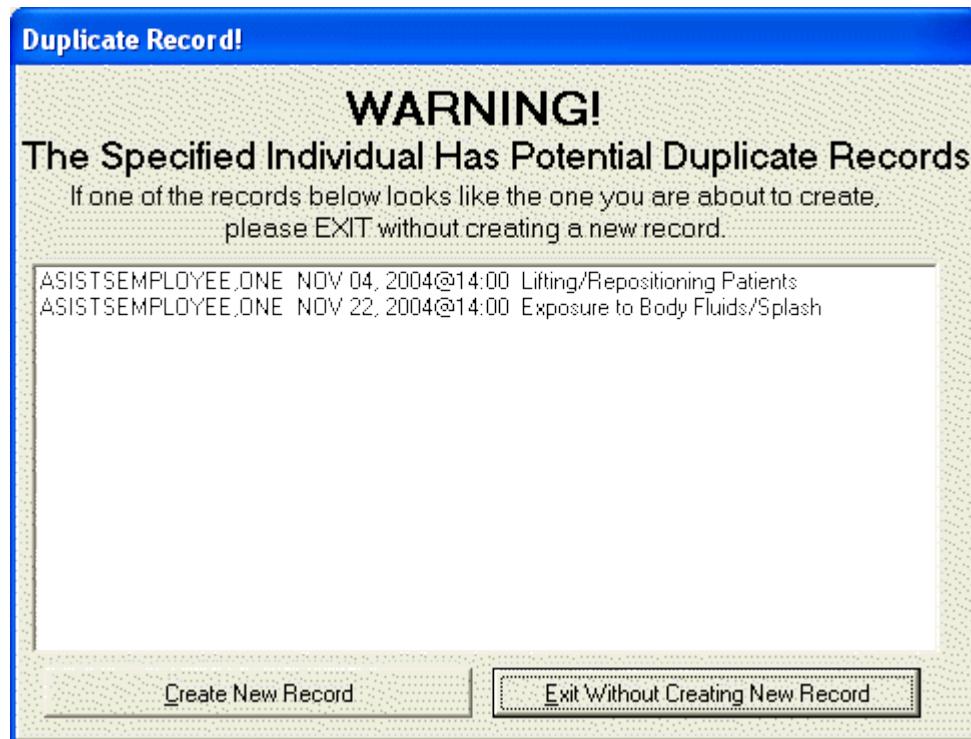


This screen allows the user to narrow the search criteria when selecting a case.

*Name Search Screen*



This screen allows the user to search for an individual who is in the PAID and/or ASISTS database.

*Duplicate Record Screen*

After the individual has been selected, the system will check to see if there is a currently Open case for any person with the same social security number. If applicable, the above screen is displayed.

# Option Documentation

The Option Documentation Section contains documentation for all ASISTS software options presented in alphabetical order as listed below. In as much as different users may be assigned a variety of options, this section provides quick access to any specific option documentation.

- Change Status of Case
- Classify Incident Outcome
- Complete/Validate/Sign CA1
- Complete/Validate/Sign CA2
- Complete/Validate/Sign Incident Report
- Create Amendment
- Create Incident Report

- Display Incident Outcome Report
- Display Incidence Rates Worksheet
- Display OSHA 300 Log
- Display OSHA 300A Summary

- Edit Site Parameter
- Edit/Validate Stub Record
- Electronically Sign for Employee
- Employee Bill of Rights
- Enter/Edit Location of Injury Detail
- Enter/Edit OSHA 300A Summary Data
- Enter/Edit Union Information

- Filing Instructions Report

- Location of Injury Report
- Log of Federal Occupational Injuries and Illnesses
- Log of Needlestick Incidents

- Manual Transmission of DOL Data
- Manual Transmission of National Database Data

Print Blank CA1/CA2/CA7

Print CA1/CA2

Print CA-7

Print Dual Benefits Form

Print Incident Report Status

Print Report of Incident

Reason for Controvert Report

Reason for Dispute Report

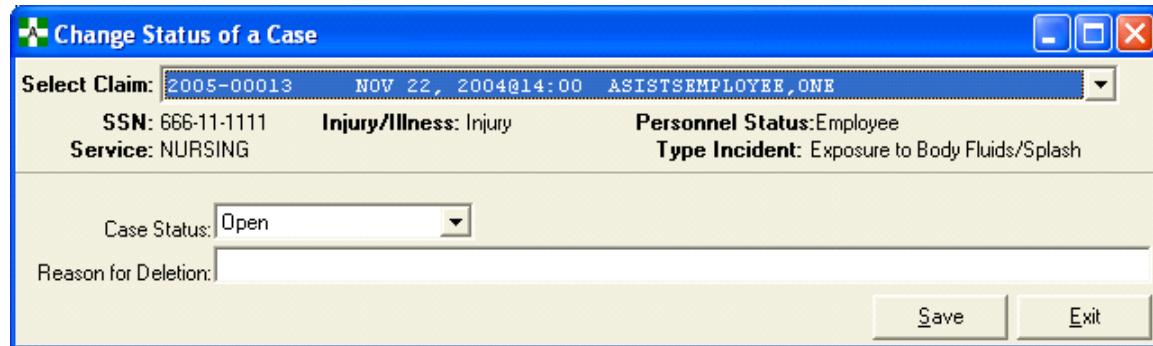
Request for Compensation (CA7)

Summary Incident Reports

## Change Status of Case

This option is found on the Safety and Worker's Comp Menus.

Only the safety official or the workers' compensation specialist has the option to change the status of a case. After the case has been selected, the Case Status can be changed to Open, Closed, or Deleted. If the status is Deleted, the Reason for Deletion is required.



**NOTE:** Closing, deleting, or replacing a record by amendment removes it from all selection lists except for print options.

## Classify Incident Outcome

This option can be found on the Safety Menu under OSHA 300 Options.

This option will enable either the safety official or workers' comp specialist to track how the incident impacted the individual. This screen is used to enter incident outcome data for any work-related case which is recorded on the OSHA 300 Log. The system will calculate the total days the individual has accumulated for all added incident outcome classification entries. The result will be the summation of the actual number of days for both *Away From Work* and *Job Transfer/Restriction* entries. If the calculated total days for a specific case exceeds 180 days, the maximum number of days that will be reported for that case on the OSHA 300 Log will be 180 days.

Cases available for incident outcome classification include both Open/Closed cases as well as any case that has been electronically transmitted to the National Database or the Department of Labor. *Deleted* and *Replaced by Amendment* cases cannot be selected.

The four Incident Outcome Classifications are as follows.

- Other Recordable – This classification can only be selected for the first entry for an individual. This is a recordable event from the 29 CFR1904 Occupational Injury and Illness Recording and Reporting Requirements.
- Job Transfer/Restriction – This classification is selected when an employee is restricted from performing routine tasks that occur more than once a week or is transferred to another position because of the work-related incident.
- Away From Work – This classification equates to any day after the date of injury that the employee is not at work.
- Death – This classification is selected when the incident results in a fatality and will require a date of death to be entered.

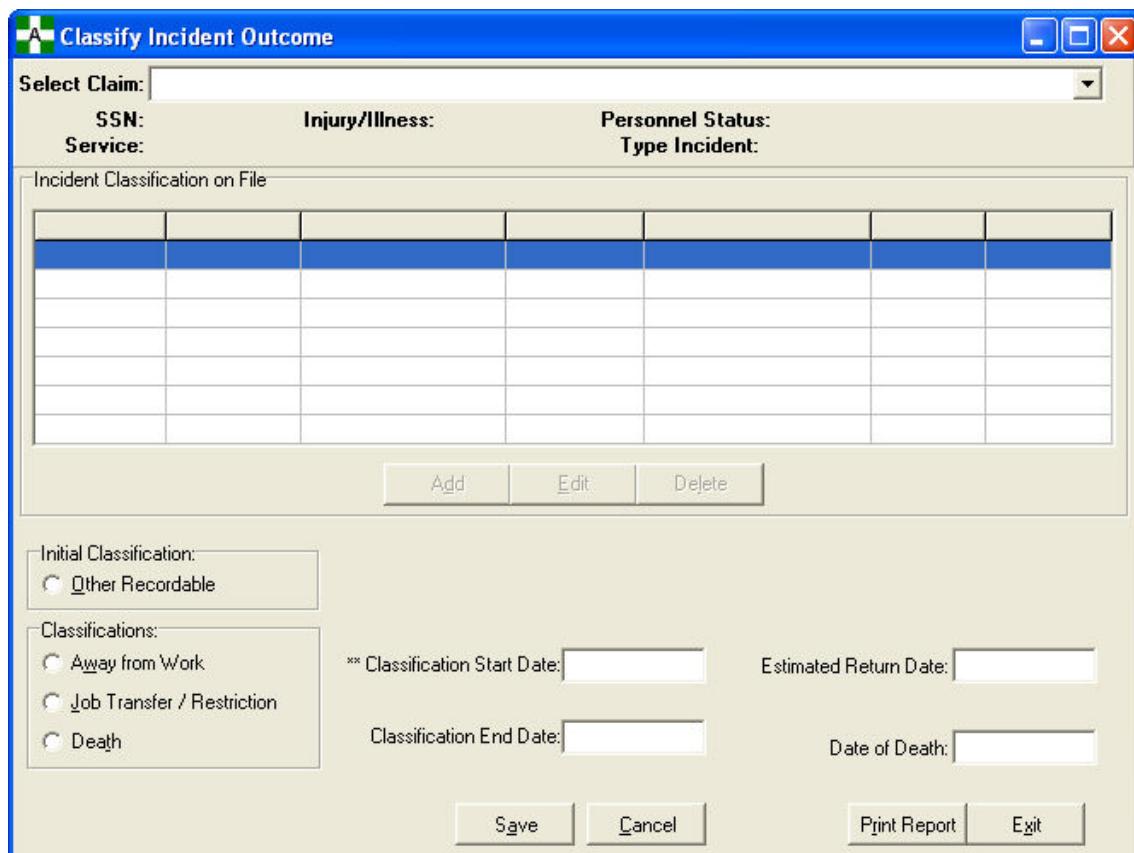
Date of Classification – Includes the Start Date and End Date

- Start Date – The start date cannot be a future date and cannot be on or before the previous entry's end date.
- End Date – This end date cannot precede the start date and cannot be a future date.

Date of Death - If the incident outcome classification is Death, then the Date of Death is required.

Estimated Return Date (must be future date) - The estimated return date is not used in any OSHA 300 Log calculations and it does not default from one outcome classification entry to the next.

## Classify Incident Outcome



### Add Incident

The Start Date and Incident Outcome Classification are required in order to add an entry. In order to add a second (or subsequent) entry, an end date must be entered for the previous entry.

### Edit Incident

If an end date is not entered for the last incident outcome entry, it can be edited by clicking the edit button.

### Delete Incident

If an end date is entered for the last incident outcome entry, the entry can be deleted.

## **Complete/Validate/Sign CA1**

This option can be found on the Employee, Supervisor, and Worker's Comp Menus.

All CA-1s begin with an Incident Report.

The Complete/Validate/Sign CA1 option allows the supervisor to complete information on the Supervisor's Report of the CA-1. Certain data elements collected on the Incident Report are also used on the Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (CA-1) and the Notice of Occupational Disease and Claim for Compensation (CA-2).

The Employee Data, Injury/Witness Data, Agency, Work Schedule, Third Party, Physician, Filing Instructions, and OWCP tabs comprise the CA-1 Form. Each user may see and/or access a different set of tabs according to the type of incident and/or the type of access the user has. For example, from the Employee Menu, the Case Selection List only displays the user's cases. Also, the supervisor can only retrieve cases where they are listed as the supervisor or secondary supervisor.

Required fields are indicated with a double asterisk (\*\*).

## Complete/Validate/Sign CA1

### *Employee Data Tab*

The Employee Data Tab is the main entry/edit point for processing CA-1 claims.

Only the employee and/or the workers' compensation specialist may enter data on this screen. If the employee is incapacitated, the workers' compensation specialist may electronically sign for the employee via the Electronically Sign for Employee option.

The supervisor can see the fields on this screen, but may only edit the Supervisor or Secondary Supervisor fields. To make changes to the data on this screen, use the Edit/Validate Stub Record menu option.

The screenshot shows a Windows application window titled "Worker's Compensation Edit Employee CA-1 Form". The window has a blue header bar with the title and standard window controls (Minimize, Maximize, Close). Below the header is a toolbar with several buttons: "Select Claim:" (dropdown), "SSN:", "Injury/Illness:", "Personnel Status:", "Service:", "Type Incident:", and tabs for "Employee Data", "Injury/Witness Data", "Agency", "Work Schedule", "Third Party", "Physician", "Filing Instructions", and "DWCP".

The "Employee Data" tab is selected and contains the following fields:

- \*\* Name: [Text Box]
- \*\* SSN: [Text Box]
- \*\* Date of Birth: [Text Box]
- \*\* Sex: [Radio Buttons: Female, Male]
- \*\* Home Phone: [Text Box]
- Grade/Step: [Text Box]
- \*\* Home Address: [Text Box]
- \*\* City: [Text Box]
- \*\* State: [Text Box]
- \*\* Zip Code: [Text Box]
- Dependents: [Text Box]

To the right of the Employee Data section is a "Request Information" group:

- \*\* Date of This Notice: [Text Box]
- \*\* Request Pay or Leave: [Text Box]

Below these are sections for "Place Where Injury Occurred Information" and "Secondary Supervisor".

At the bottom of the window are buttons for "Prev", "Next", "Print", "Sign/Validate", "Save" (with a checkmark icon), and "Exit".

## Complete/Validate/Sign CA1

### Injury/Witness Data Tab

Miscellaneous injury data along with all the witness information is contained on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Edit Employee CA-1 Form". At the top, there is a dropdown menu labeled "Select Claim:" and several input fields for "SSN:", "Injury/Illness:", "Service:", "Personnel Status:", and "Type Incident:". Below the title bar is a navigation bar with tabs: "Employee Data", "Injury/Witness Data" (which is selected and highlighted in blue), "Agency", "Work Schedule", "Third Party", "Physician", "Filing Instructions", and "DWCP".

The main content area is divided into two sections: "Injury Data" and "Witness".

**Injury Data:** Contains fields for "Employee's Occupation", "Date/Time Injury Occurred", "Cause of Injury Code", "Cause of Injury" (with a note: "(Identify both the injury and the part of the body: e.g. fracture of left leg)"), and "Nature of Injury".

**Witness:** Contains fields for "Name", "Street", "City", "State", and "Zip". It also includes a list box for managing witnesses with the instruction "Click on a name in the list to edit or delete". Buttons for "Add Witness", "Edit Witness", and "Delete Witness" are located at the bottom of this section.

At the bottom of the window are standard Windows-style buttons: "Prev" and "Next", "Print", "Sign/Validate", "Save" (highlighted in green), and "Exit".

## Complete/Validate/Sign CA1

### Agency Tab

Duty station, agency, and additional employee information are contained on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Edit Employee CA-1 Form". At the top, there is a dropdown menu labeled "Select Claim:" and several status indicators: "SSN:", "Injury/Illness:", "Service:", "Personnel Status:", and "Type Incident:". Below the title bar is a navigation bar with tabs: "Employee Data", "Injury/Witness Data", "Agency" (which is selected), "Work Schedule", "Third Party", "Physician", "Filing Instructions", and "DWCP".

The main content area is divided into two sections: "Employee Duty Station" and "Agency". The "Employee Duty Station" section contains fields for "Duty Station" (dropdown), "Street" (text box), "City" (text box), "State" (dropdown), and "Zip" (text box). The "Agency" section contains fields for "Name" (text box), "Street" (text box), "City" (text box), "State" (dropdown), and "Zip" (text box). Below these sections is a box labeled "Employee Data Continued..." containing fields for "Education" (text box), "Cost Center/Org" (text box), and "Employee's Retirement" (dropdown).

At the bottom of the window are several buttons: "Prev" (disabled), "Next" (disabled), "Print", "Sign/Validate", "Save" (highlighted in green), and "Exit".

## Complete/Validate/Sign CA1

### Work Schedule Tab

Information pertaining to an individual's work hours, work schedule, incident dates/times, and pay rate are on this tab.

**Worker's Compensation Edit Employee CA-1 Form**

Select Claim: [dropdown menu]

SSN: [text box] Injury/Illness: [dropdown menu]  
Service: [dropdown menu] Personnel Status:  
Type Incident:

Employee Data | Injury/Witness Data | Agency | Work Schedule | Third Party | Physician | Filing Instructions | OWCP |

\*\* Regular Work Hours  
\*\* From: [dropdown menu]  
\*\* To: [dropdown menu]

\*\* Regular Work Schedule  
Check the days of the week worked when the Incident occurred  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Date/Time's  
\*\* Date/Time of Injury: [text box]  
\*\* Date of Notice Received: [text box]  
Date/Time Stopped Work: [text box]  
Date Pay Stopped: [text box]  
Date 45 Day Period Began: [text box]  
Date/Time Returned to Work: [text box]

\*\* Pay Rate when Employee Stopped Work: [text box]  
\*\* Per: [dropdown menu]

Prev | Next | Print | Sign/Validate | Save | Exit

## Complete/Validate/Sign CA1

### Third Party Tab

Information pertaining to the third party and incident specific questions is located on this tab.

**Worker's Compensation Edit Employee CA-1 Form**

Select Claim: [dropdown menu]

SSN: \_\_\_\_\_ Injury/Illness: \_\_\_\_\_ Personnel Status: \_\_\_\_\_  
Service: \_\_\_\_\_ Type Incident: \_\_\_\_\_

Employee Data | Injury/Witness Data | Agency | Work Schedule | Third Party | Physician | Filing Instructions | DWCP |

NOTE Don't include Patient and/or Employee as 3rd Party:  
\*\* Was Injury Caused by 3RD Party:  
 Yes (1)  No (2)

\*\* Was Injury caused by Employee's Misconduct, Intoxication, or Intent to Injure Self or Another  
 Yes (5)  No (6)

Name and Address of Third Party:  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

\*\* Was Employee Injured in Performance of Duty:  
 Yes (7)  No (8)

Date Employee first received medical care: \_\_\_\_\_

\*\* Does your Knowledge of the Facts agree with Statements of the Employee:  
 Yes (9)  No (0)

\*\* Do medical reports show employee is Disabled for Work:  
 Yes(3)  No(4)

Prev  Print Sign/Validate Save Exit

## Complete/Validate/Sign CA1

### *Physician Tab*

Information pertaining to the physician providing medical care, agency controvert of claim, and agency dispute of claim is on this tab.

The screenshot shows the "Worker's Compensation Edit Employee CA-1 Form" window. At the top, there are fields for "Select Claim:", "SSN:", "Injury/Illness:", and "Personnel Status: Type Incident:". Below these are tabs for "Employee Data", "Injury/Witness Data", "Agency", "Work Schedule", "Third Party", "Physician" (which is selected), "Filing Instructions", and "OWCP".

The "Physician First Providing Medical Care" section contains fields for "Physician Name:", "Title:", "Street:", "City:", "State:", and "Zip:". To the right of these fields are two groups of radio buttons: "Does the agency controvert this claim:" (Yes [1], No [2]) and "Does the agency dispute this claim:" (Yes [3], No [4]). Below these are dropdown menus for "Reason For Dispute Code:" and "State the Reason in Detail:".

A large section titled "Reason for Controvert" contains a list of 12 items (a-j) with radio buttons. Items a through j are listed below:

- a) The disability was not caused by a traumatic injury
- b) The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President
- c) The employee is not a citizen or a resident of the United States or Canada
- d) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties
- e) The injury was proximately caused by the employee's willful misconduct, intent to bring about injury or death to self or another person, or intoxication
- f) The injury was not reported on Form CA-1 within 30 days following the injury
- g) Work stoppage first occurred 45 days or more following the injury
- h) The employee initially reported the injury after his or her employment was terminated
- i) The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups
- j) Unknown

At the bottom are buttons for "Prev" and "Next", "Print", "Sign/Validate", "Save" (highlighted in green), and "Exit".

## Complete/Validate/Sign CA1

### Filing Instructions Tab

Filing instructions and supervisor information such as title and phone number are stored on this tab.

**Worker's Compensation Edit Employee CA-1 Form**

Select Claim: [dropdown menu]

SSN: \_\_\_\_\_ Injury/Illness: \_\_\_\_\_ Personnel Status: \_\_\_\_\_  
Service: \_\_\_\_\_ Type Incident: \_\_\_\_\_

Employee Data | Injury/Witness Data | Agency | Work Schedule | Third Party | Physician | Filing Instructions | OWCP |

Exception and Filing Instructions

A Supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect of this claim may also be subject to appropriate felony criminal prosecution.

I certify that the information given above and that furnished by the employee is true to the best of my knowledge with the following exception.

\*\* Filing Instructions:

- 1) No Lost Time and no Medical Expenses
- 2) No Lost Time, Medical Expenses incurred
- 3) Lost Time covered by leave LWOP or COP
- 4) First Aid Injury

Exception: \_\_\_\_\_

\*\* Supervisor Title: \_\_\_\_\_ \*\* Office Phone: \_\_\_\_\_ - \_\_\_\_\_ Extension: \_\_\_\_\_

**THE EMPLOYEE MUST ELECTRONICALLY SIGN BEFORE THE SUPERVISOR**

Once you have electronically signed the CA-1, it is your responsibility to:

Print a hardcopy of the form  
Sign the hardcopy in blue Ink  
Have the Employee sign the hardcopy in blue ink  
Deliver the hardcopy to HRMS immediately

Prev | Next | Print | Sign/Validate | Save | Exit

## Complete/Validate/Sign CA1

### *OWCP Tab*

Information only accessible to OWCP personnel is contained on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Edit Employee CA-1 Form". At the top, there is a "Select Claim:" dropdown menu. Below it, there are two rows of input fields: "SSN: Service:" and "Injury/Illness: Type Incident:". A horizontal navigation bar below these fields includes tabs for "Employee Data", "Injury/Witness Data", "Agency", "Work Schedule", "Third Party", "Physician", "Filing Instructions", and "OWCP". The "OWCP" tab is currently selected. The main area contains several dropdown menus labeled with double asterisks (\*\*): "OWCP Chargeback Code", "OWCP Chargeback Code Suffix", "OWCP District Office", "OWCP Nature of Injury Code", "Injury Type Code", and "Injury Source Code". At the bottom center of the main area is a button labeled "Approve For Transmission to DOL". Along the bottom edge of the window are several buttons: "Prev", "Next", "Print", "Sign/Validate", "Save" (highlighted in green), and "Exit".

## **Complete/Validate/Sign CA1**

### *Prevention of Dual Benefits*

In order to prevent a veteran from receiving dual benefits for the same injury or death (Federal Employees' Compensation Act (FECA), Section 8116), a Dual Benefits form will be attached to the CA1 claim. This form must be signed by both the employee and workers' compensation personnel indicating that this claim is not a claim covered by another military claim.

When the employee selects the Complete/Validate/Sign CA-1 option, "Are you a Veteran" is displayed as a popup message. If the response is NO, the CA1 form will be displayed. If the response is YES, the Dual Benefits form will be displayed for the user to complete. If the user responds Yes to "Do you refuse to answer the Dual Benefits questions on this form", they will not be required to respond to the dual benefits questions and can save and exit the Dual Benefits form to get to the CA form. If the user responds NO, the user can answer the dual benefit questions and sign the Dual Benefit form prior to accessing the CA form. The employee will not have to sign the Dual Benefits form prior to signing the CA form.

The Dual Benefits form will be kept in the employee's workers' compensation file that is maintained by the facility. It is not transmitted to the DOL. It will be sent to the local VA Regional VBA Office for veteran employees filing an OWCP claim for injuries involving those for which they are service-connected and receiving compensation and pension funds from the Department of Veterans Affairs.

**Complete/Validate/Sign CA1**

**Dual Benefit Questionnaire** [ - ] [ X ]

**PREVENTION OF DUAL BENEFITS FOR A JOB RELATED INJURY/ILLNESS**

The Federal Employees' Compensation Act (FECA), Section 8116, prohibits an employee from receiving workers' compensation under the FECA and veterans benefits administered by Veterans Benefits Administration (VBA) for the same injury or death.

<b>Name:</b> ASISTS,EMPLOYEE TWENTYT	<b>SSN:</b> 666-06-6623		
<b>Date of Job-Related Injury:</b> JUL 30, 2008@06:30			
<b>Part(s) of the body (involved in job-related injury):</b>			
<p>** Do you refuse to answer the Dual Benefits questions on this form:</p> <input checked="" type="radio"/> Yes <input type="radio"/> No			
<p>Are you currently receiving veteran benefits for a military-connected disability:</p> <input checked="" type="radio"/> Yes <input type="radio"/> No			
<p>Do you have a claim for a military-connected disability benefits pending:</p> <input checked="" type="radio"/> Yes [1] <input type="radio"/> No [2]			
<p>Veteran Benefits Admin (VBA) Number: <input type="text"/></p>			
<p>Part(s) of body involved in your military claim: <input type="text"/></p>			
<p>Condition accepted in your military claim: <input type="text"/></p>			
<p>I was informed of the regulations involved in filing a claim for Workers' Compensation and a claim or increase in my VBA benefit for military-connected disability. If both are approved, I understand that I must make an election between the two benefits and will notify the Workers' Compensation Specialist at my employing facility of what I choose.</p> <p>Employee Signature: <input type="text"/> Date Signed: <input type="text"/></p> <p>Workers' Comp Specialist Signature: <input type="text"/> Date Signed: <input type="text"/></p> <p><b>This form will be filed in your claim for workers' compensation benefits and with VA Regional Office, VBA office. If you have any questions regarding this form, please contact your Worker's Compensation Specialist</b></p>			
<input type="button" value="Print"/>	<input type="button" value="Sign/Validate"/>	<input type="button" value="Save"/>	<input type="button" value="Exit"/>

## **Complete/Validate/Sign CA2**

This option can be found on the Employee, Supervisor, and Worker's Comp Menus.

All CA2s begin with a Report of Incident.

Certain data elements collected on the Report of Incident are also used on the Notice of Occupational Disease and Claim for Compensation (CA-2).

The Employee Data, Claim Information, Agency, Work Schedule, Third Party, Physician, Signatures, and OWCP tabs comprise the CA-2 Form. Each user may see and/or access a different set of tabs according to the type of incident and/or the type of access the user has. For example, from the Employee Menu, the Case Selection List only displays the user's cases. Also, the supervisor can only retrieve cases where they are listed as the supervisor or secondary supervisor.

Required fields are indicated with a double asterisk (\*\*).

## Complete/Validate/Sign CA2

### *Employee Data Tab*

The Employee Data Tab is the main entry/edit point for processing CA-2 claims.

Only the employee and/or the workers' compensation specialist may enter data on this screen. If the employee is incapacitated, the workers' compensation specialist may electronically sign for the employee via the Electronically Sign for Employee option.

The supervisor can see the fields on this screen, but may only edit the Supervisor or Secondary Supervisor fields. To make changes to the data on this screen, use the Edit/Validate Stub Record menu option.

The screenshot shows a Windows application window titled "Worker's Compensation Validate and Sign CA-2 form". The window has a blue header bar with the title and standard window controls (Minimize, Maximize, Close). Below the header is a toolbar with tabs: "Employee Data", "Claim Information", "Agency", "Work Schedule", "Third Party", "Physician", "Signatures", and "DWCP".

The main area contains two sections: "Employee Data" on the left and "Illness Information" on the right. The "Employee Data" section includes fields for Name, SSN, Date of Birth, Sex, Home Phone, Grade/Step, Home Address, City, State, Zip Code, and Dependents. The "Illness Information" section includes fields for Employee's Occupation, Cause of Injury Code, Location at Time of Illness, Street Address, City, State, Zip Code, Supervisor, and Secondary Supervisor.

At the bottom of the window are buttons for "Prev" (with a left arrow), "Next" (with a right arrow), "Print", "Sign/Validate", "Save" (with a disk icon), and "Exit".

## Complete/Validate/Sign CA2

### *Claim Information Tab*

Information pertaining to the dates of disease or illness, nature of disease or illness, and reasons for delay is located on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Validate and Sign CA-2 form". The window has a blue header bar with the title and standard window controls (Minimize, Maximize, Close). Below the header is a toolbar with buttons for "Select Claim:", "SSN:", "Service:", "Injury/Illness:", and "Personnel Status: Type Incident:". A dropdown menu is open under "Select Claim:". Below the toolbar is a navigation bar with tabs: Employee Data, Claim Information (which is selected), Agency, Work Schedule, Third Party, Physician, Signatures, and DWCP. The main content area contains several text input fields and scrollable text areas:

- "\*\* Date you first became aware of the disease or illness: [text box]"
- "\*\* Date you first realized the disease or illness was caused or aggravated by your employment: [text box]"
- "\*\* Explain the relationship to your employment and why you came to this realization: [scrollable text area]"
- "\*\* Nature of Disease or Illness: [scrollable text area]"
- "If this notice and claim was not filed with the employing agency within thirty days explain the reason for the delay below: [scrollable text area]"
- "If a separate narrative statement is not submitted with this form explain the reason for delay: [scrollable text area]"
- "If medical reports are not submitted with this form explain the reason for the delay: [scrollable text area]"

At the bottom of the window are buttons for "Prev" (with a left arrow icon), "Next" (with a right arrow icon), "Print", "Sign/Validate", "Save" (with a disk icon), and "Exit" (with a triangle icon).

## Complete/Validate/Sign CA2

### Agency Tab

Duty station, agency, and additional employee information is located here.

**Worker's Compensation Validate and Sign CA-2 form**

Select Claim: [dropdown]

SSN:	Injury/Illness:	Personnel Status:
Service:		Type Incident:

Employee Data | Claim Information | Agency | Work Schedule | Third Party | Physician | Signatures | OWCP |

Employee Duty Station:

\*\* Duty Station: [dropdown]  
\*\* Street: [text]  
\*\* City: [text]  
\*\* State: [dropdown] \*\* Zip: [text]

Agency:

\*\* Name: [text]  
\*\* Street: [text]  
\*\* City: [text]  
\*\* State: [dropdown] \*\* Zip: [text]

Employee Data Continued

Cost Center/Org: [text]  
\*\* Employee's Retirement: [dropdown]

Prev | Next | Print | Sign/Validate | Save | Exit

## Complete/Validate/Sign CA2

### Work Schedule Tab

Information pertaining to work hours and schedule along with incident dates/times are contained here.

The screenshot shows a Windows application window titled "Worker's Compensation Validate and Sign CA-2 form". The window has a blue header bar with the title and standard window controls (Minimize, Maximize, Close). Below the header is a toolbar with buttons for "Select Claim:", "Employee Data", "Claim Information", "Agency", "Work Schedule" (which is highlighted in blue), "Third Party", "Physician", "Signatures", and "DWCP".

The main area is divided into sections:

- Personal Information:** SSN: [text box], Injury/Illness: [text box], Service: [text box], Personnel Status: [text box], Type Incident: [text box].
- Work Hours:** \*\* Regular Work Hours From: [dropdown menu], \*\* Regular Work Hours To: [dropdown menu].
- Work Days:** \*\* Regular Work Schedule - Check the days of the week worked when the Incident occurred:  
[checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday].
- Dates/Times:** \*\* Date Employee First reported Condition to Supervisor: [text box], Date/Time Employee Stopped Work: [text box], Date/Time Employee Pay Stopped: [text box].  
\*\* Date Employee was Last Exposed to conditions that are alleged to have caused Disease or Illness: [text box].  
Date/Time Returned to Work: [text box].
- Employee Duties:** If Employee has returned to Work and Work Assignment has Changed, Describe Employee's New Duties:  
[large text area for input].
- Buttons:** Prev, Next, Print, Sign/Validate, Save, Exit.

## Complete/Validate/Sign CA2

### Third Party Tab

Information pertaining to third party and incident specific questions is located on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Validate and Sign CA-2 form". At the top, there are fields for "Select Claim:" (dropdown), "SSN:", "Service:", "Injury/Illness:", and "Personnel Status:". Below these are tabs: Employee Data, Claim Information, Agency, Work Schedule, Third Party, Physician, Signatures, and OWCP. The "Third Party" tab is selected. A question "\*\* Was Illness Caused by third Party? Do not Include Patient or Employee" is displayed with two radio button options: "Yes (1)" and "No (2)". To the right, there is a section for "Name and Address of Third Party" with fields for Name, Street, City, State, and Zip. At the bottom, there are navigation buttons: "Prev" and "Next", "Print", "Sign/Validate", "Save", and "Exit".

## Complete/Validate/Sign CA2

### Physician Tab

Information pertaining to the physician and medical treatment is contained here.

**Worker's Compensation Validate and Sign CA-2 form**

Select Claim: [ ]

SSN:	Injury/Illness:	Personnel Status:
Service:		Type Incident:

Employee Data | Claim Information | Agency | Work Schedule | Third Party | Physician | Signatures | OWCP |

Physician First Providing Medical Care

Physician Name:	[ ]
Title:	[ ]
Street:	[ ]
City:	[ ]
State:	[ ]
Zip:	[ ]

Medical

Date Employee first received medical care: [ ]

\*\* Do medical reports show employee is Disabled for Work:

Yes (1)     No (2)

Prev | Next | Print | Sign/Validate | Save | Exit

## Complete/Validate/Sign CA2

### *Signatures Tab*

Filing instructions and supervisor information such as title and phone number are located on this tab.

The screenshot shows a Windows application window titled "Worker's Compensation Validate and Sign CA-2 form". The window has a blue header bar with the title and standard window controls (Minimize, Maximize, Close). Below the header is a toolbar with tabs: "Select Claim:", "SSN:", "Injury/Illness:", "Personnel Status:", "Service:", "Employee Data", "Claim Information", "Agency", "Work Schedule", "Third Party", "Physician", "Signatures", "DWCP".

The main area is titled "Signature of Supervisor and Filing Instructions". It contains the following text:

A Supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect of this claim may also be subject to appropriate felony criminal prosecution.

I certify that the information given above and that furnished by the employee is true to the best of my knowledge with the following exception.

Exception:

\*\* Supervisor Title:

\*\* Office Phone:  (  )  -

Extension:

**Once you have electronically signed the CA-2, it is your responsibility to:**

**Print a hardcopy of the form  
Sign the hardcopy in blue ink  
Have the Employee sign the hardcopy in blue ink  
Deliver the hardcopy to HRMS immediately**

At the bottom are navigation buttons: "Prev" (with a left arrow), "Next" (with a right arrow), "Print", "Sign/Validate", "Save" (with a disk icon), and "Exit".

## Complete/Validate/Sign CA2

### *OWCP Tab*

Information only available to OWCP personnel is located on this tab.

**Worker's Compensation Validate and Sign CA-2 form**

Select Claim: [dropdown menu]

SSN:	Injury/Illness:	Personnel Status:
Service:		Type Incident:

Employee Data | Claim Information | Agency | Work Schedule | Third Party | Physician | Signatures | OWCP |

\*\* OWCP Chargeback Code: [dropdown menu]  
OWCP Chargeback Code Suffix: [dropdown menu]  
\*\* OWCP District Office: [dropdown menu]  
\*\* OWCP Nature of Injury Code: [dropdown menu]  
\*\* Injury Type Code: [dropdown menu]  
\*\* Injury Source Code: [dropdown menu]

Approve For Transmission to DOL

Prev | Next | Print | Sign/Validate | Save | Exit

## Complete/Validate/Sign CA2

### *Prevention of Dual Benefits*

In order to prevent a veteran from receiving dual benefits for the same injury or death (Federal Employees' Compensation Act (FECA), Section 8116 ), a Dual Benefits form will be attached to the CA2 claim. This form must be signed by both the employee and workers' compensation personnel indicating that this claim is not a claim covered by another military claim.

When the employee selects the Complete/Validate/Sign CA-2 option, "Are you a Veteran" is displayed as a popup message. If the response is NO, the CA2 form will be displayed. If the response is YES, the Dual Benefits form will be displayed for the user to complete. If the user responds Yes to "Do you refuse to answer the Dual Benefits questions on this form", they will not be required to respond to the dual benefits questions and can save and exit the Dual Benefits form to get to the CA form. If the user responds NO, the user can answer the dual benefit questions and sign the Dual Benefit form prior to accessing the CA form. The employee will not have to sign the Dual Benefits form prior to signing the CA form.

The Dual Benefits form will be kept in the employee's workers' compensation file that is maintained by the facility. It is not transmitted to the DOL. It will be sent to the local VA Regional VBA Office for veteran employees filing an OWCP claim for injuries involving those for which they are service-connected and receiving compensation and pension funds from the Department of Veterans Affairs.

## Complete/Validate/Sign CA2

**Dual Benefit Questionnaire**

**PREVENTION OF DUAL BENEFITS FOR A JOB RELATED INJURY/ILLNESS**

The Federal Employees' Compensation Act (FECA), Section 8116, prohibits an employee from receiving workers' compensation under the FECA and veterans benefits administered by Veterans Benefits Administration (VBA) for the same injury or death.

**Name:** ASISTSEMPLOYEE,ONE      **SSN:** 666-11-1111  
**Date of Job-Related Injury:** NOV 22, 2004@14:00  
**Part(s) of the body (involved in job-related injury):** SINGLE EYE

**Are you a Veteran:**  Yes  No      If Yes: Are you currently receiving veteran benefits for a military-connected disability:  Yes  No      Or: Do you have a claim for a military-connected disability benefits pending:  Yes  No

\*\* Veteran Benefits Admin (VBA) Number:

\*\* Part(s) of body involved in your military claim:

\*\* Condition accepted in your military claim:

I was informed of the regulations involved in filing a claim for Workers' Compensation and a claim or increase in my VBA benefit for military-connected disability. If both are approved, I understand that I must make an election between the two benefits and will notify the Workers' Compensation Specialist at my employing facility of what I choose.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Workers' Comp Specialist Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**This form will be filed in your claim for workers' compensation benefits and with VA Regional Office, VBA office.**

**Sign/Validate** |  **Save** |  **Exit**

## Complete/Validate/Sign Incident Report

This option can be found on the Supervisor and Safety Menus.

The Complete/Validate/Sign Incident Report option allows the supervisor to enter information about an incident. It provides the foundation for entering data for the Report of Incident. Some data elements collected on the Report of Incident are also used on the Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (CA-1) and the Notice of Occupational Disease and Claim for Compensation (CA-2) forms.

There are seven tabs - Employee Data, General Setting, Other Factors, Exposure, Equipment, OSHA, and Signatures - that comprise the Incident Form. Each user may see and/or access a different set of tabs according to the type of incident and/or the type of access the user has. The supervisor can only retrieve cases where they are listed as the supervisor or secondary supervisor.

Required fields are indicated with a double asterisk (\*\*) and must be completed before the record can be saved.

The screenshot shows the "Safety Officer Incident Report" window. At the top, there is a dropdown menu labeled "Select Claim". Below it, there are several input fields and dropdown menus:

- Employee Data:** SSN: [Input], Service: [Input], Injury/Illness: [Input], Personnel Status: [Input], Type Incident: [Input].
- General Setting:** Employee Data, General Setting, Other Factors, Exposure, Equipment, OSHA, Signatures.
- Other Factors:** Cost Center/Organization: [Input], Occupation: [Input], Grade/Step: [Input], Education: [Input].
- Exposure:** Person Involved: \*\* Name: [Input], \*\* SSN: [Input], \*\* Date of Birth: [Input], \*\* Sex: [Input] (radio buttons for Female and Male), Hire Date: [Input].
- Equipment:** \*\* Station Number: [Input], \*\* Type of Incident: [Input], Time Work Began: [Input].
- OSHA:** Home Address: \*\* Street: [Input], \*\* City: [Input], \*\* State: [Input], \*\* Zip Code: [Input], \*\* Phone: [Input].
- Signatures:** Press Button to Select Supervisor: Supervisor: [Input], Secondary Supervisor: [Input], \*\* Supervisor: [Input], Sec Super: [Input].

At the bottom, there are navigation buttons: Prev, Next, Print, Sign/Validate, Save, and Exit.

## Complete/Validate/Sign Incident Report

### Employee Data Tab

The supervisor can see the fields on this tab, but may only edit the Supervisor or Secondary Supervisor fields. To make changes to the data on this screen, use the Edit/Validate Stub Record menu option.

The screenshot shows the 'Safety Officer Incident Report' application window. The title bar reads 'Safety Officer Incident Report'. The main area is titled 'Employee Data' and contains several input fields and dropdown menus. At the bottom are navigation buttons for 'Prev', 'Next', 'Print', 'Sign/Validate', 'Save', and 'Exit'.

**Employee Data Tab Fields:**

- SSN:** [Text Box]
- Injury/Illness:** [Text Box]
- Personnel Status:** [Text Box]
- Type Incident:** [Text Box]
- Service:** [Text Box]
- Cost Center/Organization:** [Text Box]
- Occupation:** [Text Box]
- Grade/Step:** [Text Box]
- Education:** [Text Box]
- Person Involved:**
  - \*\* Name:** [Text Box]
  - \*\* SSN:** [Text Box]    **\*\* Date of Birth:** [Text Box]
  - \*\* Sex:** [Radio Buttons]  Female  Male
  - Hire Date:** [Text Box]
- Station Number:** [Text Box]
- Type of Incident:** [Text Box]
- Time Work Began:** [Text Box]
- Home Address:**
  - \*\* Street:** [Text Box]
  - \*\* City:** [Text Box]
  - \*\* State:** [Text Box]    **\*\* Zip Code:** [Text Box]
  - \*\* Phone:** [Text Box]
- Press Button to Select Supervisor:**
  - Supervisor:** [Text Box]
  - Secondary Supervisor:** [Text Box]
  - \*\* Supervisor:** [Text Box]
  - Sec Super:** [Text Box]

**Buttons at the bottom:**

- Prev
- Next
- Print
- Sign/Validate
- Save
- Exit

## Complete/Validate/Sign Incident Report

### General Setting Tab

Information relating to the general setting/location of the incident is collected in the General Setting tab.

The screenshot shows the 'Safety Officer Incident Report' application window. At the top, there is a 'Select Claim:' dropdown menu. Below it, there are four input fields: 'SSN:', 'Injury/Illness:', 'Personnel Status:', and 'Type Incident:'. A navigation bar at the top includes tabs for 'Employee Data', 'General Setting' (which is selected), 'Other Factors', 'Exposure', 'Equipment', 'OSHA', and 'Signatures'. The main area contains several dropdown menus labeled with double asterisks (\*\*) followed by descriptive text: 'General Setting of Incident', 'Characterization of Injury', 'Location of Injury', 'Location of Injury Detail', 'Side of Body Affected', 'Body Part Group', 'Body Part Most Affected', 'Add Body Part Group', 'Add Body Part Affected', and 'How is the Incident Related to a Medical Emergency?'. At the bottom, there are buttons for 'Prev', 'Next', 'Print', 'Sign/Validate', 'Save' (with a red exclamation mark icon), and 'Exit'.

## Complete/Validate/Sign Incident Report

### Other Factors Tab

This tab contains information concerning the environmental and contributing factors leading to the incident. It also contains the Description of Incident which was previously on the General Settings tab. The six dropdown box fields must be answered before the supervisor can electronically sign the form.

The screenshot shows a Windows application window titled "Safety Officer Incident Report". At the top, there is a "Select Claim:" dropdown menu. Below it, there are two rows of dropdown menus labeled "Weather Factor:", "Cause of Incident:", "Source of Incident:", "Additional Cause of Incident:", "Prevention Method:", and "Status of Corrective Action:". A note below these fields reads: "When completing the accident narrative, the basic questions to consider are: What, Where, When, Why, and How did the accident happen. Describe the activity and any tools, equipment, or material the employee was using. Tell us how the injury occurred. What object or substance directly harmed the employee. NOTE: No personal identifiers should be used!" followed by "xx Description of Incident". At the bottom, there is a toolbar with buttons for "Prev", "Next", "Print", "Sign/Validate", "Save", and "Exit".

## Complete/Validate/Sign Incident Report

### Exposure Tab

If the Type of Incident selected is Exposure to Body Fluids, Needlesticks, Sharps Exposure, or Hollow Bore Needlestick, then the Exposure tab is visible and many of the fields are required.

The screenshot shows the 'Safety Officer Incident Report' window with the 'Exposure' tab selected. The interface includes fields for Patient Source (radio buttons for Identifiable, Unidentifiable, NA [1], and Unknown), Contamination (radio buttons for Yes, No, and Unknown), and Area Exposed to Body Fluids (a list box with 'Available Area Exposed' containing one item, 'Add (1)', and 'Remove' buttons). Below these are fields for Purpose of Sharp Object, Activity at Time of Injury, Object Causing Injury, Device Size, and Brand, each with dropdown menus. At the bottom are navigation buttons for Prev, Next, Print, Sign/Validate, Save, and Exit.

## Complete/Validate/Sign Incident Report

### Equipment Tab

The Equipment tab captures data specific to any equipment or safety device in use at the time of the incident.

**Safety Officer Incident Report**

Select Claim: [dropdown menu]

SSN: [text input] Injury/Illness: [dropdown menu] Personnel Status: [dropdown menu]  
Service: [dropdown menu] Type Incident: [dropdown menu]

Employee Data | General Setting | Other Factors | Exposure | Equipment | OSHA | Signatures

Equipment/Device/Product Failure Description:

\*\* Was there a device/equipment failure:  
 Yes (1)  No (2)

Was a Safety Device Used:  
 Yes (3)  No (4)

Did Injury occur before Safety Device was Engaged:  
 Yes (5)  No (6)

Safety Characteristics: [dropdown menu]

Explain why a Safety Device was not used:  
[large text area]

Personal Protective Equipment (PPE):

Available PPE: [list box]  
PPE to (on) file: [list box]  
Add   
Remove

Prev  Next  Print  Sign/Validate  Save  Exit

## Complete/Validate/Sign Incident Report

### *OSHA Tab*

The OSHA tab displays information pertaining to data entry for the OSHA 300 log.

The screenshot shows the "Safety Officer Incident Report" application window. The title bar reads "Safety Officer Incident Report". The main menu bar has "File", "Edit", "View", "Tools", and "Help". Below the menu is a toolbar with icons for Print, Sign/Validate, Save, and Exit. The main area is titled "Select Claim: [dropdown]" and contains several sections of questions:

- SSN:** [text input]
- Injury/Illness:** [text input]
- Service:** [text input]
- Personnel Status:** [text input]
- Type Incident:** [text input]

Below these are tabs: Employee Data, General Setting, Other Factors, Exposure, Equipment, OSHA (which is selected), and Signatures.

Questionnaire sections include:

- \*\* Include on OSHA Log:  Yes  No
- \*\* Is this a Privacy Case (exclude name on Log):  Yes  No (1)
- \*\* Was there Loss of Consciousness:  Yes  No (2)
- \*\* Was Individual treated in a non-VA Emergency Room:  Yes (3)  No (4)
- \*\* Was Individual hospitalized overnight as an in-patient:  Yes (5)  No (6)
- \*\* Was prescription strength medication ordered/given:  Yes (7)  No (8)  Unknown
- \*\* Was non-Rx medication ordered/given at Rx strength:  Yes (9)  No (B)  Unknown

On the right side, under "Physician First Providing Medical Care", there is a "Physician Name:" field. Under "Other Treating Medical Facility", there are fields for "Was Individual treated at a different Facility:", "Facility:", "Street:", "City:", "State:", and "Zip:".

## Complete/Validate/Sign Incident Report

### *Signatures Tab*

The Signatures tab displays both the supervisor and safety officials' signature information. When the Report of Incident is signed, the name and date will appear.

The supervisor must enter corrective action information and the safety official must enter safety comments on this tab.

The screenshot shows the 'Safety Officer Incident Report' application window. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Help', and a 'Toolbars' option. Below the menu is a toolbar with icons for 'New', 'Open', 'Save', 'Print', 'Exit', and other functions. The main area has a title bar 'Safety Officer Incident Report' with a 'Select Claim:' dropdown. Underneath are sections for 'SSN:', 'Injury/Illness:', 'Personnel Status:', 'Service:', and 'Type Incident:'. A navigation bar at the bottom includes 'Employee Data', 'General Setting', 'Other Factors', 'Exposure', 'Equipment', 'OSHA', and 'Signatures'. The 'Signatures' tab is currently selected. It contains fields for 'Initial return to work status' (radio buttons for 'Full-duty', 'Job Transfer / Restriction', and 'Days away work (not including day of injury)'), a large text area for 'Corrective Action', and two smaller text areas for 'Signed by Supervisor' and 'Signed by Safety Officer', each with a 'Date Signed' field. At the bottom are buttons for 'Prev', 'Next', 'Print', 'Sign/Validate', 'Save', and 'Exit'.

## Create Amendment

This option can be found on the Safety Menu.

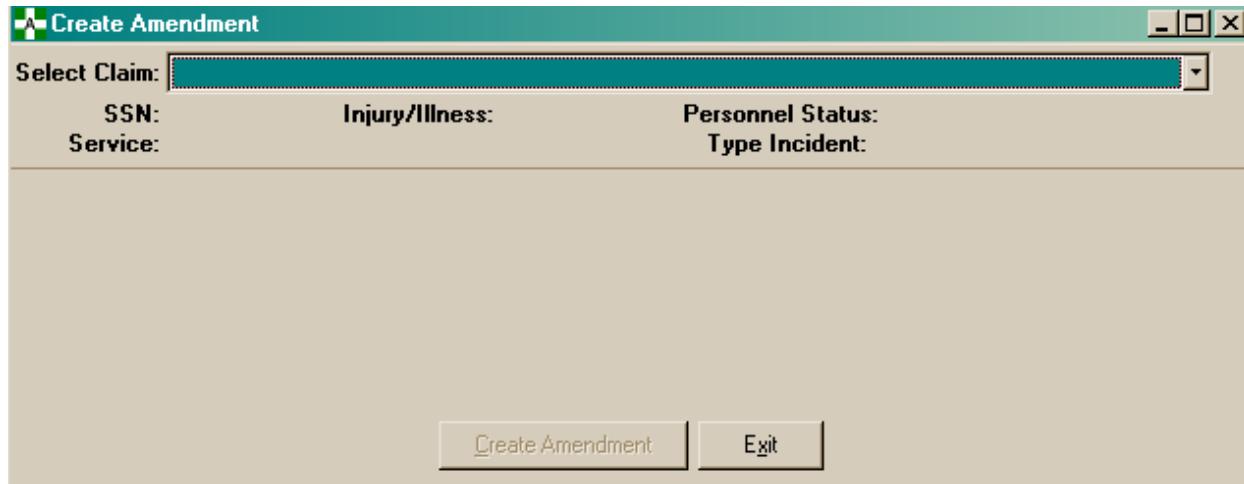
The Create Amendment option should be used to correct an ASISTS case when the case is no longer available for edit because the supervisor or employee has signed it.

Only cases with the case status of *Open* can be selected. The original case record is duplicated and all signatures are removed. The original case status is changed to *Replaced by Amendment*. The case number references the duplicate case with an alpha character added to the end. For example, case 2002-00100 will be copied into case 2002-00100A and all electronic signatures will be removed.

The original date/time of occurrence cannot be changed using an amendment. If the original date/time of occurrence is incorrect, use the Change Status of Case option to change the case status to *Deleted* and create a new case with the correct date/time of occurrence.

After the new record has been created, the case may be corrected using one or more of the following options: Edit/Validate Stub Record, Complete/Validate/Sign Incident Report, Complete/Validate/Sign CA1, or Complete/Validate/Sign CA2.

**NOTE:** After a claim is successfully transmitted and accepted at DOL, an amendment should NOT be retransmitted to DOL, even to correct information on the claim. The facility will need to submit the change request via hardcopy.



The user must select a claim and click the Create Amendment button to initiate the process.

## Create Amendment

Once a selection has been made, the following message box will appear automatically. Clicking on the Yes button or pressing the Enter key will create the amendment. Click on the No button or press the ESC key to cancel the request.



If the Yes button is pressed, the following message box will display the new case number.



## Create Incident Report

This option can be found on the Supervisor, Occupational Health, and Safety Menus.

When an incident occurs causing injury or illness, or multiple instances occur over time causing illness, a Report of Incident must be created. The individual involved goes to his/her supervisor, Occupational Health Unit, safety official, or (if it is after hours) to the Administrative Officer of the Day (AOD) to report the incident. A stub record is created using this menu option. The stub record contains basic information related to the incident.

Required fields are indicated with a double asterisk (\*\*) and must be completed before the record can be saved.

If *Illness* is checked on the Incident Information panel, *Illness Type* is prompted for; if *Injury* is checked, *Injury Severity* is prompted for.

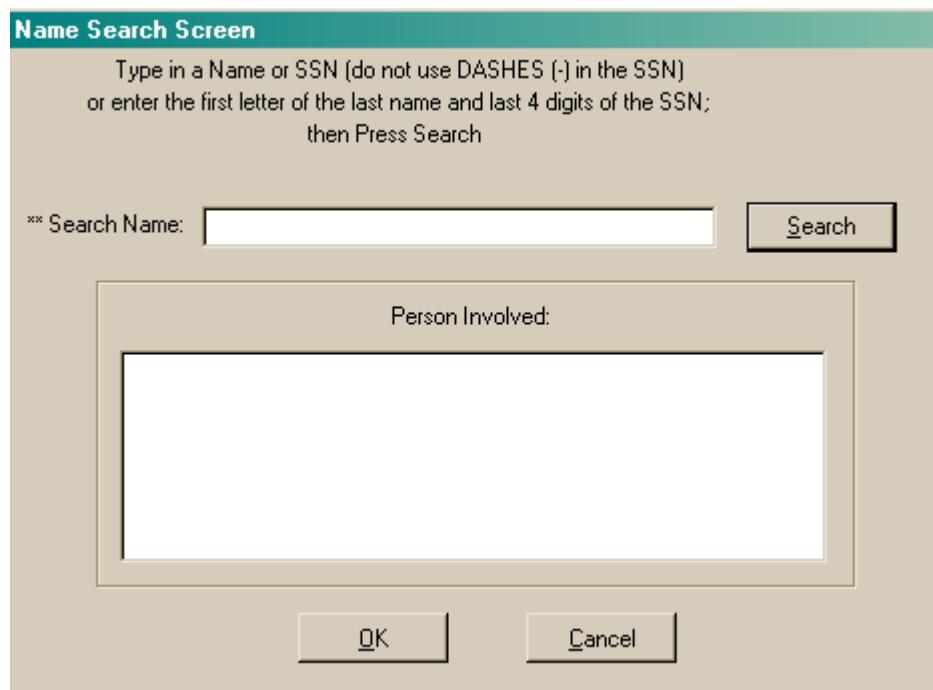
The screenshot shows the 'Create Incident Report' dialog box with the following fields:

- Personnel Status:** Radio buttons for None Selected, Employee, Volunteer, Contractor, Visitor, and Non-Paid Employee. The 'Employee' button is selected.
- Incident Information:** Radio buttons for Injury (selected) and Illness. Text boxes for Date/Time of Injury and Type of Incident.
- Person Involved:** Buttons for Supervisor and Secondary Supervisor. Text boxes for Name, SSN, DOB, Sex (Female/Male), and Home Address (Street, City, State, Zip Code, Phone).
- Quick OSHA Log Assessment (QOLA):**
  - Was there Loss of Consciousness? Options: None Selected (selected), Yes (1), No (2).
  - Was prescription strength medication ordered/given? Options: None Selected (selected), No (8), Yes (7), Unknown.
  - Hospitalized overnight as in-patient? Options: None Selected (selected), Yes (3), No (4).
  - Was non-Rx medication ordered/given at Rx strength? Options: None Selected (selected), No (w), Yes (y), Unknown(x).
  - Treated in non-VA Emergency Room? Options: None Selected (selected), Yes (5), No (6).
  - Initial return to work status: Options: None Selected (selected), Full-duty, Days away work (not including day of injury), Job Transfer / Restriction.
- Save/Exit** button at the bottom right.

## Create Incident Report

### Name Search Screen

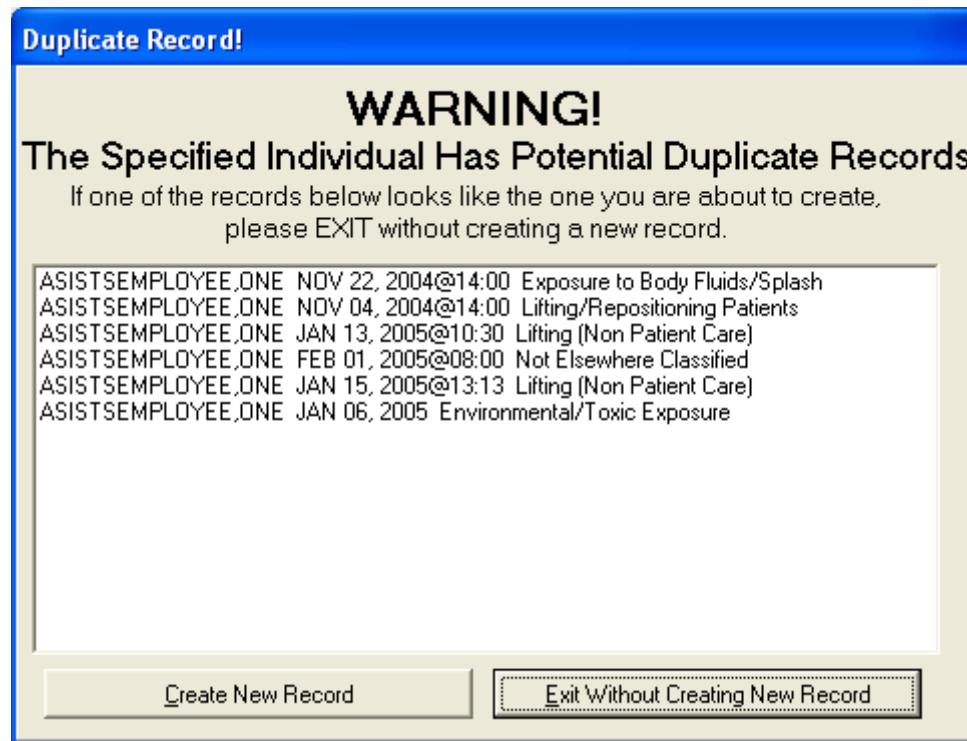
If employee or non-paid employee is selected, the following Name Search Screen is displayed. It allows the user to enter a partial name, SSN, or last initial and last four of the SSN. It returns all the individuals found that match the search criteria and allows the user to select an individual.



## Create Incident Report

### Duplicate Record Checking

To help prevent duplicate records from being created, after the individual has been selected, the system will check to see if there is a currently Open case for any person with the same SSN. If applicable, the following form is displayed.



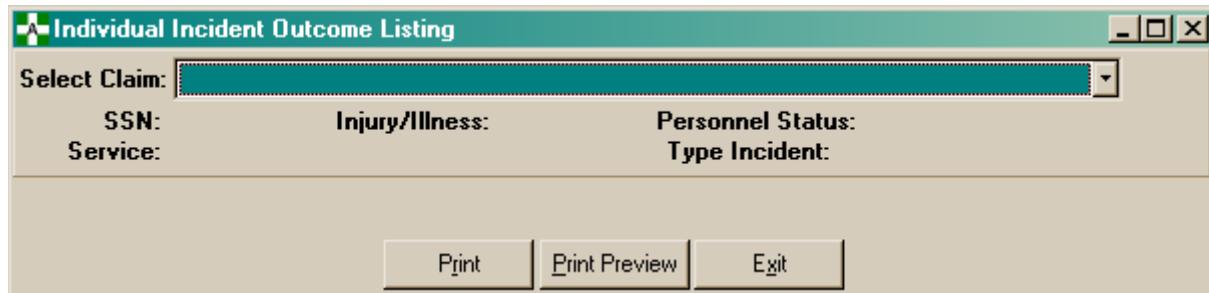
If the case currently being entered is a new case and not a duplicate, press the Create New Record button.

## Display Incident Outcome Report

This option can be found on the Safety Menu under OSHA 300 Options.

This report lists all incident outcome entries collected for an individual in the Classify Incident Outcome option. Cases that are available for selection (search) include both Open/Closed cases as well as any case that has been electronically transmitted to the National Database or the Department of Labor. *Deleted* and *Replaced by Amendment* cases cannot be selected.

Once the claim has been selected, the report may be sent to the your default printer or previewed on the computer screen.



## Display Incident Outcome Report

Print Preview

Display Incident Outcome Report Data for OSHA 300  
for Individual - ASISTEMPLOYEE,ONE  
ASISTS Claim No - 2005-00031

Start Date	End Date	Incident Outcome	Days Away from Work	Days Job Tran/Rstr	Total	Estimated Rtn Date	Last Edited By	Last Edit Dt	Status
2/10/2005		Away Work			15	3/1/2005	CHEN,JOY	2/12/2005	Added
2/1/2005	2/8/2005	Job Transfer/Restriction		8	15		CHEN,JOY	2/12/2005	Added
1/25/2005	1/31/2005	Away Work		7	7		CHEN,JOY	2/12/2005	Added
1/15/2005	1/18/2005	Other Recordable			0		CHEN,JOY	2/12/2005	Added

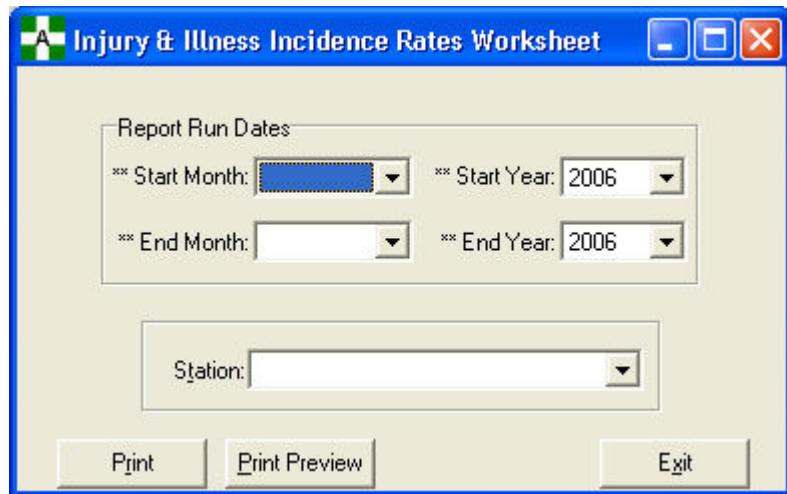
Page 1 of 1

## Display Incidence Rates Worksheet

This option can be found on the Safety Menu under OSHA 300 Options.

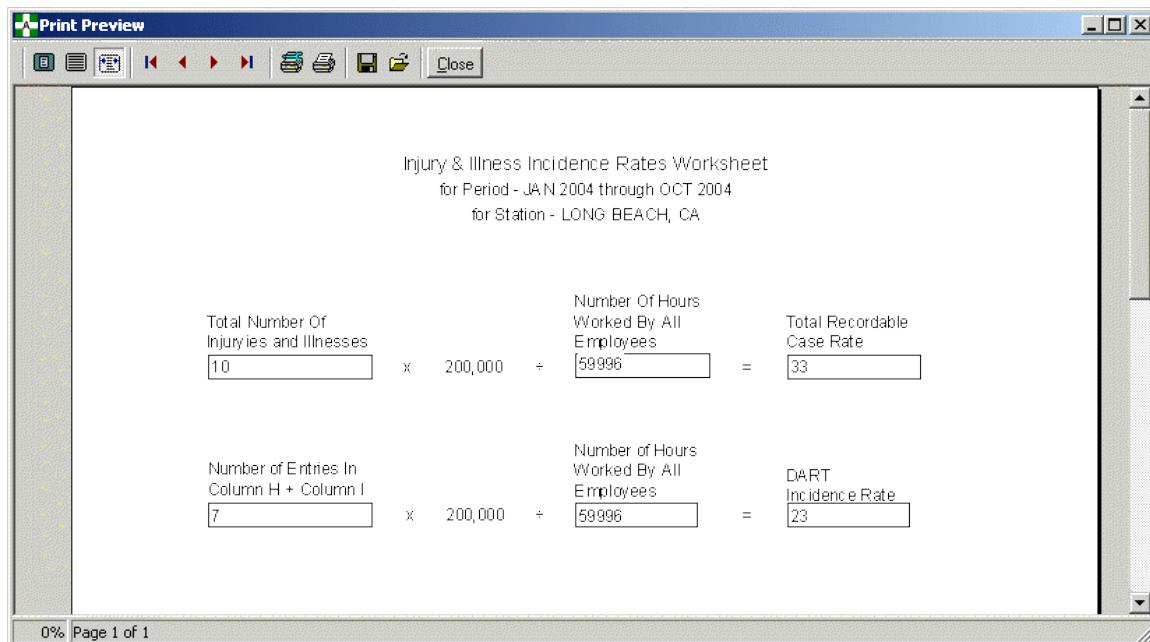
The Calculate Injury and Illness Incidence Rates Worksheet will only include cases where the *Include on OSHA Log* field equals YES (that is, OSHA eligible cases).

The user will be prompted to enter a start date, end date, and station. The specified date range must be for 2004 or greater. The selected date range and date/time the report was generated will be displayed in the footer of the Injury and Illness Incidence Rates Worksheet.



The Incidence Rates Worksheet report will display the following information for the specified date range and station: Total Number Of Injuries and Illnesses, Number Of Hours Worked By All Employees, Total Recordable Case Rate, Number Of Entries In Column H + Column I (columns on the OSHA 300 Log), and DART Incidence Rate.

## Display Incidence Rates Worksheet



To calculate the Total Recordable Case Rate for the specified period, the system sums the Total Number of Injury and Illness incidents for that year, multiplies the number by 200,000, then divides the number by the Number of Hours Worked By All Employees. To calculate the DART Incidence Rate for the specified period, the system sums the Total Number of Injury and Illness entries on the OSHA 300 Log that involved days away from work and job transfer/restriction, multiplies the number by 200,000, then divides the number by the Number of Hours Worked By All Employees.

**DEFINITION OF TOTAL RECORDABLE CASE RATE** – An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). The system shall compute the Incidence Rate for all recordable cases of injuries and illnesses.

$$\begin{array}{l} \text{Total Number of} \\ \text{Injuries & Illnesses} \end{array} \quad \begin{array}{l} \text{Number of Hours} \\ \times 200,000 \quad \div \quad \text{Worked by All Employees} \end{array} \quad = \quad \begin{array}{l} \text{TOTAL RECORDABLE} \\ \text{CASE RATE} \end{array}$$

**NOTE:** To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of OSHA eligible cases and sum the entries for Columns (G), (H), (I) and (J) on the OSHA 300 Log.

**NOTE:** The safety official will enter the number of hours worked by all employees on a monthly basis in the Enter/Edit OSHA 300A Summary Data option. The system will retrieve and use this information in the calculations for the Injury and Illness Incidence Rates Worksheet.

## Display Incidence Rates Worksheet

DEFINITION OF DART INCIDENCE RATE – System will compute the incidence rate for OSHA eligible cases involving days away from work, days of restricted work activity, or job transfer (DART).

$$\frac{\text{Number of Entries in Column H + Column I}}{200,000} \times 200,000 \div \text{Number of Hours Worked by All Employees} = \text{DART Incidence Rate}$$

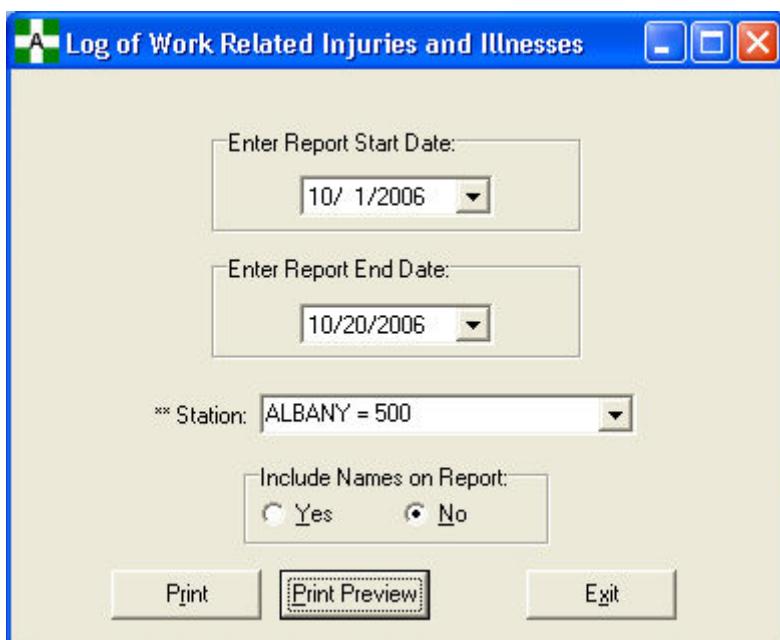
**NOTE:** Column H = Days Away from Work and Column I = Job Transfer/Restriction on the OSHA 300 form.

## Display OSHA 300 Log

This option can be found on the Occupational Health Menu and Union Menu under Reports and on the Safety and Workers' Comp Menus under OSHA 300 Options.

Before the OSHA 300 Log can be displayed or printed, the user must select the start and end dates along with the station from the drop down list. The user must also indicate whether or not to include individuals' names on the OSHA 300 Log (including names is not available if option is selected from the Union Menu).

If names are included and an OSHA eligible case has been marked as a privacy case in the Complete/Validate/Sign Incident Report option, the name field will display the words *Privacy Case* in the OSHA 300 Log. Additionally, if the Type of Incident for a claim is Hollow Bore Needlestick, Sharps Exposure, Exposure to Body Fluids/Splash, or Suture Needlestick, the words *Privacy Case* will print as the name if Include Names is Yes.



## Display OSHA 300 Log

For the specified date range and station, the system will sum the number of OSHA eligible cases with the following incident outcome classifications and display the total number to the user on the OSHA 300 Log report.

- Death
- Days Away from Work
- Job Transfer or Restriction
- Other Recordable Cases

For the specified date range and station, the system will sum the number of days that the injured or ill worker was (K) On Job Transfer/Restriction or (L) Away From Work and display this total number to the user on the OSHA 300 Log report.

When the total number of days for either (K) On Job Transfer/Restriction is equal to or greater than 180 days, then the system will display the total number as 180 days. (OSHA 300 only demands tracking for 180 days.)

The maximum total number of days for column (K) On Job Transfer/Restriction plus column (L) Away from Work is 180 days. The system will sum the total number of OSHA eligible cases with the following illness or injury types and display the total number to the user on the OSHA 300 Log report.

- (M1) Injury
- (M2) Skin Disorder
- (M3) Respiratory Condition
- (M4) Poisoning
- (M5) Hearing Loss
- (M6) All Other Illnesses

When there are no OSHA eligible cases to print on the OSHA 300 Log report, the system will default a zero in all the report fields.

The system will display the selected date range and date/time the report was generated on the footer of the OSHA 300 Log report.

## Display OSHA 300 Log

**Print Preview**

**OSHA's Form 300 (Rev. 01/2004)**

**Log of Work Related Injuries & Illnesses**

**Attention! This form contains information relating to employee health and safety. It is important that you keep it confidentially; employees should be able to expect privacy in the information being used for occupational safety and health purposes.**

**Year 2004**

**U.S. Department of Labor Occupational Safety and Health Administration**

This copy of Form 300 is for the year 2004.

**Establishment name:** ALBANY - 510  
**City:** ALBANY **State:** NEW YORK

<b>Identify the person</b>			<b>Describe the case</b>			<b>Classify the case</b>			
(A)	(B)	(C)	(D)	(E)	(F)	Check the boxes for each case listed on the next section concerning that case:			
Case no.	Employee's name	Job Title (e.g., Worker)	Date of injury or onset of illness	Where the event occurred (e.g., Loading dock area)	Description of injury or illness, parts of body affected, and the object/substance that directly injured or made person ill	Estimated number of hours worked & worker week:	Check the boxes for each case listed on the next section concerning that case:		
204-0018	VERONICA STUDENT	1/12 month/day	Grounds (Parking Lot)	Skin/Throat/Arms, MULTIPLE LESSES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 Days <input type="checkbox"/> 0 Days	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X		
204-0021	CONTRACTOR TEST COMPANY	24 month/day	Office	Other BONES OF FACE, OTHERS	<input type="checkbox"/> X <input type="checkbox"/>	0 Days <input type="checkbox"/> 37 Days	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X		
204-0027	SARAH MANTONETTE	9/1 month/day	Cooling plant	Adult/NURSE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 Days <input type="checkbox"/> 0 Days	<input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
204-0033	HOWELL, LYNN	9/1 month/day	Cooling plant	Lifting (Non-Patient Care) BOTKICKING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 Days <input type="checkbox"/> 0 Days	<input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/>		
204-0028	KAREN SAWYER SASOF	9/1 month/day	Radioisotopes/Nuclear Medicine	Other/SCALP	<input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/>	0 Days <input type="checkbox"/> 0 Days	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X		

**Printed:** 2/15/2005 11:13:40 PM  
**Report Date Range:** 1/1/2004 - 6/30/2004

**Page Total:** 0 1 1 0 5 37 2 0 0 0 0 0 0 3  
*Please transfer these totals to the Summary page (Form 300A) before you post it.*

**Page:** 1 of 1  
 (1) (2) (3) (4) (5) (6)

Page 1 of 1

## Display OSHA 300A Summary

This option can be found on the Safety and Workers' Comp Menus under OSHA 300 Options.

The Display OSHA 300A Summary option includes all cases where the *Include on OSHA Log* field equals YES (OSHA eligible cases). The OSHA 300A summary information is retrieved and calculated from the data entered in the Enter/Edit OSHA 300A Summary Data option, the Create Incident Report option, and the Complete/Validate/Sign Incident Report option. If a case has more than one classification (e.g., the case begins as a restricted duty then becomes a lost time or days away from work claim), the system will only count the most severe classification on the OSHA 300A Summary report. A case can only be included once in the summary totals.

Before the OSHA 300A Summary information can be displayed or printed, the user must select the start and end dates along with the station from the drop down list.

**OSHA's Form 300A (Rev. 01/2004)**

**Summary of Work Related Injuries & Illnesses**

All establishments covered by Part 1904 must complete this Summary page after Form 300 related injuries or illnesses occurred during the year. Be sure to review the Log to verify that the entries are complete and accurate before completing this summary.

Using this count, individual entities may file for each category. These individuals being making sure you add the entries from every page of the Log. If you have no cases, enter "0".

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35. In OSHA's Form 300, copy all conflicts or debts on the access provisions for these claims.

<b>Number of Cases</b>			
Total number of Deaths	Total number of cases with days away from work	Total number of cases with partial or full restriction	Total number of other recordable cases
0	1	1	0
(G)	(H)	(I)	(J)

<b>Number of Days</b>	
Total number of days away from work	Total number of days off work or restriction
5	51
(K)	(L)

<b>Injury and Illness Type</b>			
Total number of ..	(M)	(N)	(O)
(1) Injuries	2	(+) Fractures	0
(2) Illnesses	0	(+) Hearing Loss	0
(3) Latent/潜伏 conditions	0	(+) All Other Illnesses	3

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting, certain statistical collection of information is authorized to agents of OSHA for purposes, including, but not limited to, the collection, analysis, and further the dissemination, and use, of such information in accordance with applicable law. No entity is required to respond to the collection of information unless it is done by a mandatory data OSHA agent member. If you have any comments about this estimate or any other aspect of this data collection, contact US Department of Labor, OSHA Office of Statistical Analysis, Room N-2564, 200 Constitution Avenue, NW, Washington, DC 20510. Do not send the completed form to that office.

**Establishment Information**

Your establishment name: ALBANY  
Street: STREET ADDRESS 1  
City: ALBANY State: NY Zip: 12208-1998  
Industry description (e.g., Manufacture of Motor truck trailers): NADA  
Standard Industrial Classification (SIC), if known (e.g., 3715): 8 0 6 2  
OR  
North American Industrial Classification (NAICS), if known (e.g., 336212): 6 2 1 4 9 3

**Employment Information**

We take on the back of this page estimate. If you don't have these figures, we take  
Annual average number of employees: 4  
Total hours worked by all employees last year: 2332

**Sign Here**

I am signing to certify the document is true, accurate, and complete.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company signature: \_\_\_\_\_ Date: \_\_\_\_\_  
206-397-8987 2/15/2005  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Edit Site Parameter

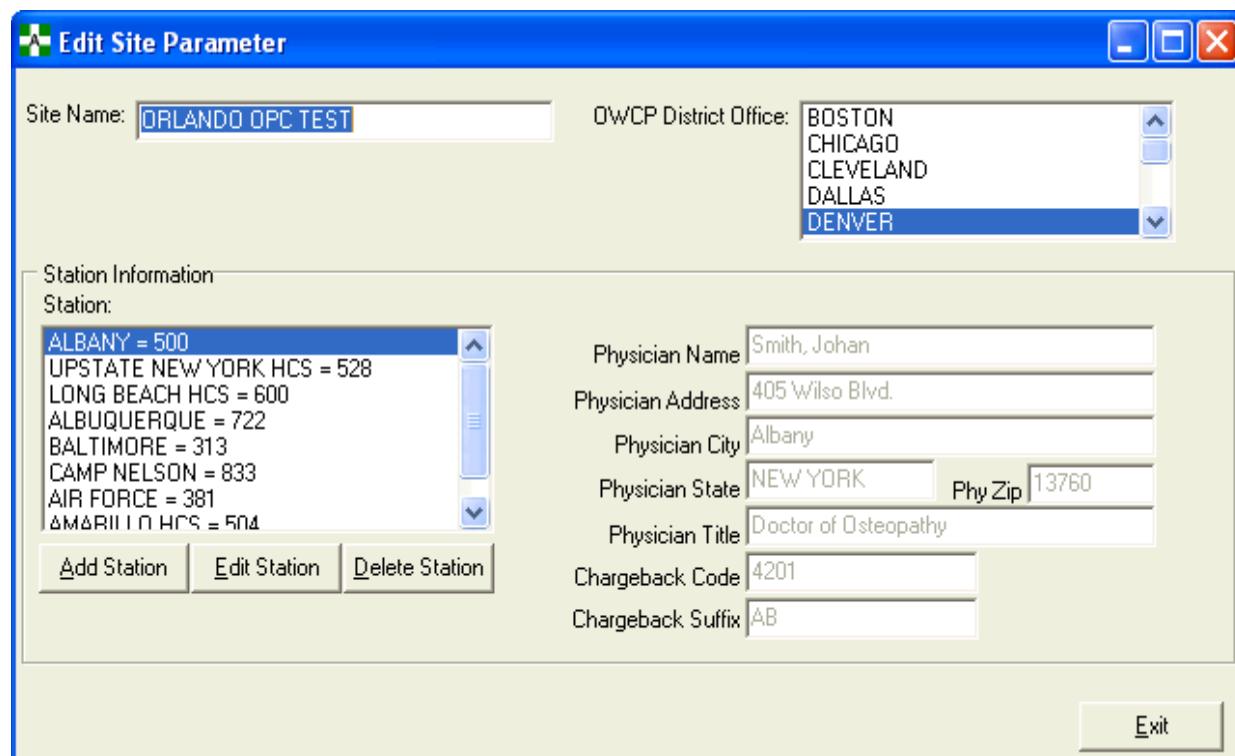
This option can be found on the Safety and Workers' Comp Menus.

The Edit Site Parameter option provides the safety official the capability to create default information for the facility. If the site is an integrated facility, every station within the network can be defined with default information. The information entered here will populate the Agency, Station, and Physician fields on a CA-1 or CA-2.

The default values for the following fields can be set for each station: Station Number, OWCP Chargeback Code, OWCP Chargeback Suffix, Physician Name, Physician Address, Physician City, Physician State, Physician Zip Code, and Physician Title.

The following information is displayed on the Edit Site Parameter screen.

Site Name	The name of your facility in the Site Parameter file.
OWCP District Office	The Department of Labor District office that serves your facility.
Station List	The list of stations that currently have default information entered.
Station/Physician Info	Includes the chargeback code, chargeback suffix, physician name/address/title.



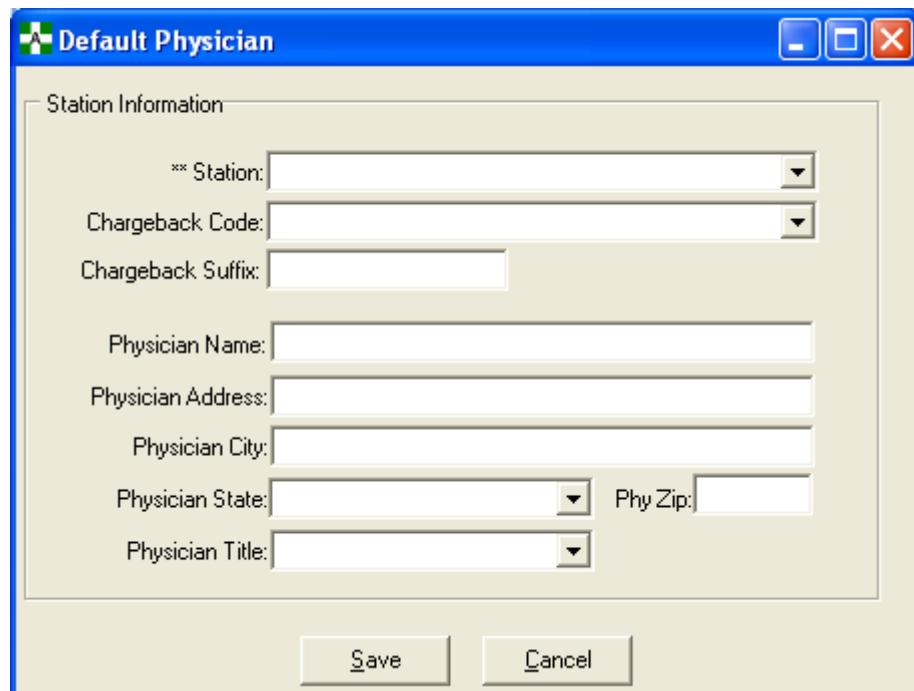
## Edit Site Parameter

### Add/Edit Station

To edit or add a station, press the appropriate button. The form shown below is used to add a new station or edit an existing station in the Site Parameter file. The number of stations that can be added is unlimited.

The following information can be entered when adding or editing a station in the Edit Site Parameter option.

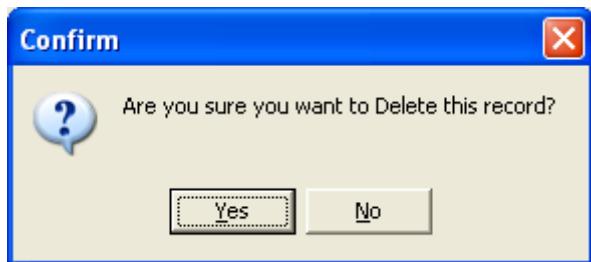
Station	The station that is selected from the drop-down menu to have default information added or the station that is selected for editing.
OWCP Chargeback Code	The default chargeback code for the station.
OWCP Chargeback Suffix	The default chargeback code suffix for the station.
Physician Information	The default Physician data for the station. The information includes the Physician Name, Physician Address, Physician City, Physician State, and Physician Zip Code.



## Edit Site Parameter

### *Delete Station*

To delete a station, select the desired station from the station list and press the Delete button. The following confirmation message will be displayed.



If Yes, the Station and all default information will be deleted. The following message will be displayed to verify that the station has been deleted.



## Edit/Validate Stub Record

This option can be found on the Occupational Health Menu.

This menu option is used to edit the top portion of the Report of Incident. The stub record contains basic information related to the incident and the person involved.

The supervisor and safety official can edit the stub record using the Complete/Validate/Sign Incident Report option.

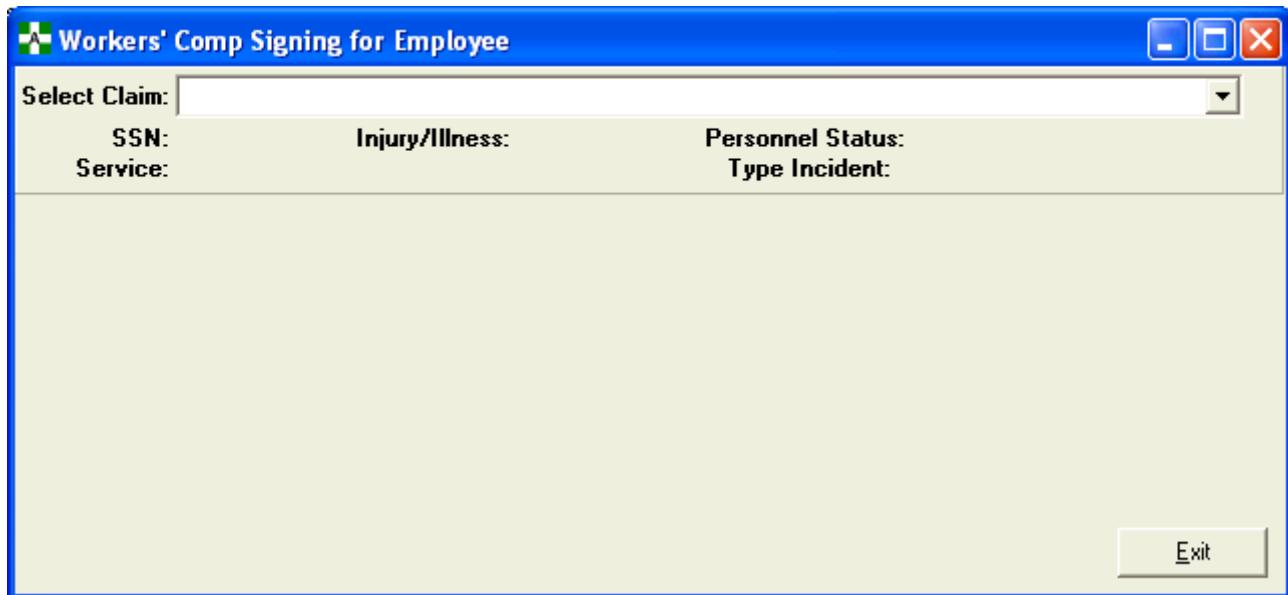
The screenshot shows the 'Occupational Health Edit Stub' application window. At the top, it displays the 'Select Claim' information: 2007-00027, OCT 09, 2006, ASISTS, 508EMPLOYEE. Below this, there are sections for 'Employee Data', 'Cost Center/Organization', 'Occupation', 'Grade/Step', 'Education', and 'Person Involved'. The 'Person Involved' section contains fields for Name, SSN, Date of Birth, Sex, Station Number, Type of Incident, and Time Work Began. To the right, there is a section for 'Home Address' with fields for Street, City, State, Zip Code, and Phone. On the far right, there is a section for selecting a supervisor with buttons for 'Voluntary Svc Super' and 'Secondary Supervisor', and fields for 'Voluntary Svc' and 'Sec Super'. At the bottom, there are navigation buttons for 'Prev' and 'Next', a 'Print' button, a 'Save' button with a disk icon, and an 'Exit' button.

## Electronically Sign for Employee

This option can be found on the Workers' Compensation Menu.

The Electronically Sign for Employee option provides a mechanism to allow the workers' compensation specialist to sign the Employee portion of a CA1 or CA2 claim. This would only be necessary if the employee was incapacitated and unable to sign for themselves.

**Note:** Obtaining approval from the Occupational Health Unit and safety officer for the workers' comp specialist to sign for the employee is no longer required.



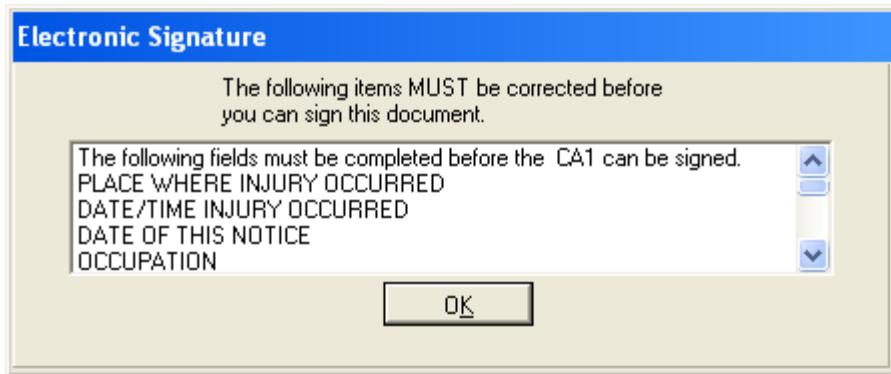
Once the case is selected, the user is prompted for their electronic signature. Enter the electronic signature and press the Ok button to file or press the Cancel button to stop the action.



Once the electronic signature is successfully entered, a confirmation message will appear.

## Electronically Sign for Employee

If the fields on the employee's portion of the CA-1 or CA-2 are incomplete or missing, an error message will appear with the related fields. Use the Complete/Validate/Sign CA1 or the Complete/Validate/Sign CA2 option to complete the employee's portion of the claim and resign.

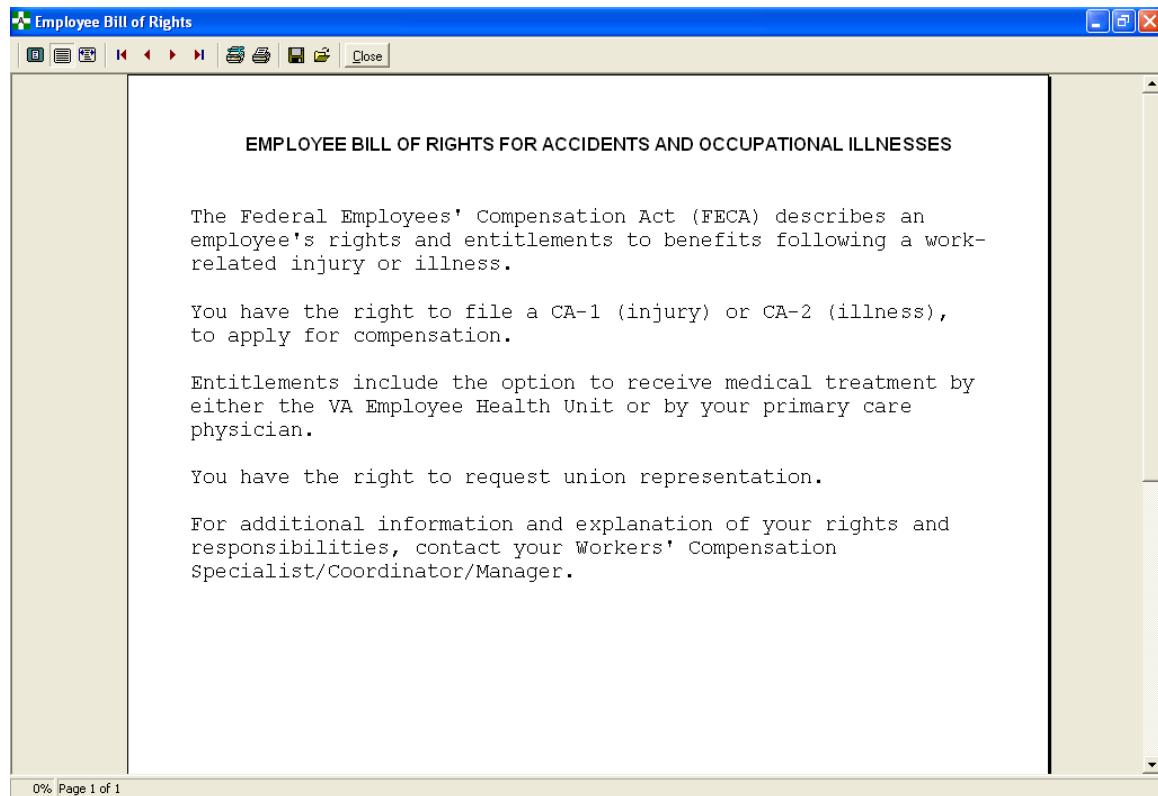


## Employee Bill of Rights

This option can be found on all ASISTS menus.

The Employee Bill of Rights option provides the capability to print a hardcopy of the Employee Bill of Rights or view it on a computer screen.

The Employee Bill of Rights is sent to the employee notifying them of their rights and entitlements to benefits following a work related injury or illness. If an employee does not have computer access, and therefore would not receive a message containing the Bill of Rights, this option can be used to print a hard copy.



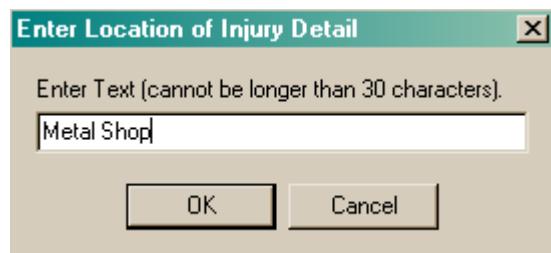
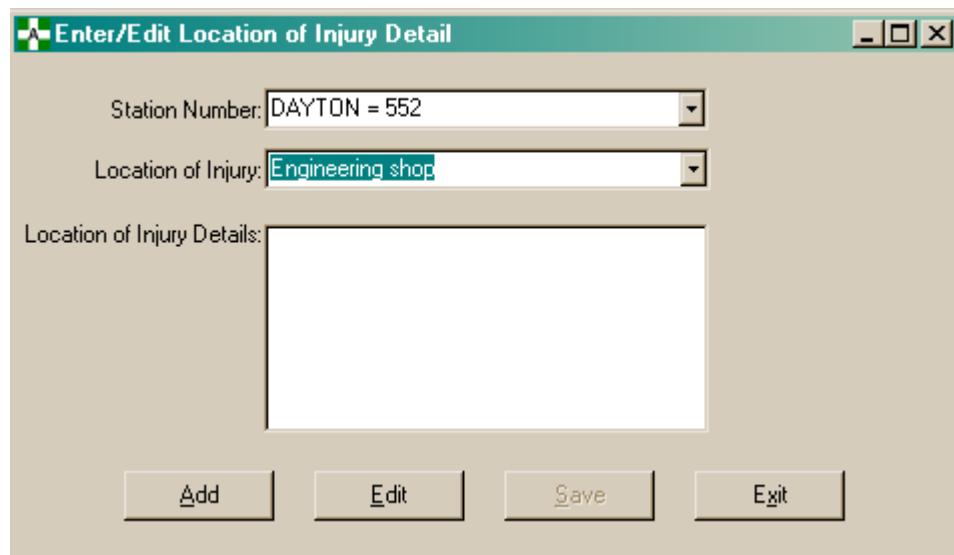
## Enter/Edit Location of Injury Detail

This option can be found on the Safety Menu.

The Enter/Edit Location of Injury Detail option is used to enter/edit details on incident locations.

- Select a station and location of injury from the dropdown lists.
- If you are adding a new detail, click the Add button. Enter the text (maximum 30 characters) and click the OK button. Click the Save button to save your entry.
- If editing an existing detail, select the detail in the Location of Injury Details box and click the Edit button. Edit the text as necessary and click the OK button. Click the Save button to save your entry.

Location of Injury Detail entries may not be deleted. This would invalidate any existing cases that were linked to the entry.



## Enter/Edit Location of Injury Detail

 Enter/Edit Location of Injury Detail - | X

Station Number:

Location of Injury:

Location of Injury Details:

## Enter/Edit OSHA 300A Summary Data

This option can be found on the Safety Menu under OSHA 300 Options.

The Enter/Edit OSHA 300A Summary option allows the safety official to enter station-specific safety and industrial information, in addition to month/year specific OSHA 300 information. The safety official chooses the station selection from a list box. All the station entries that have been entered through the Edit Site Parameter option will be displayed as valid selections for the station.

**Station Information**

Station: ABILENE = 519HA  
KNOXVILLE = 855  
ALBANY = 500

\*\* Safety Official Name: SUPERVISOR,ASISTS  
\*\* Safety Official Title:  
\*\* Safety Phone Number: (555)555-5555  
Safety Phone Ext:

**Industrial Information**

\*\* Industry Description: Skilled Nursing  
Std Industrial Class. (SIC): 8051 - Skilled Nursing Care Facilities  
N.A. Industrial Class. (NAICS): 621340 - Offices of Phy., Occ Speech Therapists, & Audiologists

**OSHA 300A Summary Data**

Month / Year	Avg # of Emp	Tot Hrs Wkld
AUG 2006	8888	180000
JUL 2006	777222	77000000
JUN 2006	666111	660000
MAY 2006	555121	5500000
APR 2006	444555	4400000

Month:  Jan  Feb  Mar  Apr  
 May  Jun  Jul  Aug  
 Sep  Oct  Nov  Dec

Data for Month/Year  
\*\* Avg. Num. of Emp:  
\*\* Tot. Hrs Emp. Worked:

Add Edit Save Cancel Update Display Exit

The station-specific safety information includes the Safety Official Name, Safety Official Title, Safety Phone Number, and Safety Phone Extension.

## Enter/Edit OSHA 300A Summary Data

The station-specific industrial information includes the Industry Description, Standard Industrial Classification (SIC) code, and North America Industrial Classification (NAICS) code. For an integrated site, the industrial information must be entered for each station.

- Industry Description – free text, no special characters such as \*^()&#\$@?<>, required field
- Standard Industrial Classification (SIC) – numeric value, must be 4 digits with range 0000-9999; table-driven
- North America Industrial Classification (NAICS) – numeric value, must be 6 digits with range 000000-999999; table-driven

The Month/Year specific OSHA 300A summary information consists of the Average Number of Employees and Total Hours Worked By Employees per month for the current year. When the safety official chooses to enter/edit OSHA 300A information, the following data fields are included.

- Month – defaults to current month; selectable values are January through December (calendar year)
- Average Number of Employees and Total Hours Employee Worked information is entered by month per year. This information is required.

The monthly OSHA 300A Summary information can be edited for the current year until the end of Feb of the next year. Beginning on March 1<sup>st</sup>, the previous year's information can be viewed but not edited.

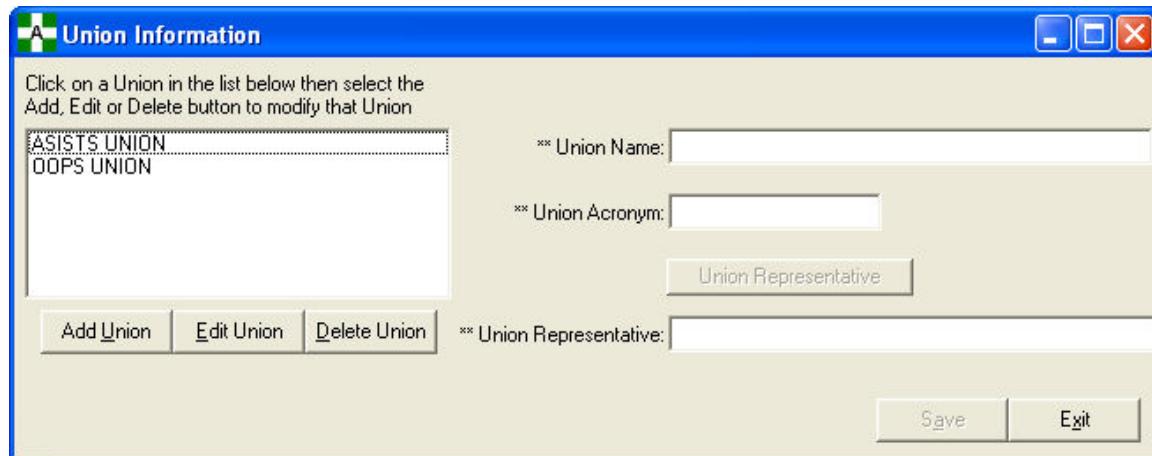
A user can enter/edit the safety information and industrial information and save their changes without affecting the OSHA 300A Summary information.

A user can add or edit the OSHA 300A Summary data for one or more months and view the changes (i.e., update the display) before saving or canceling the information.

## Enter/Edit Union Information

This option can be found on the Workers' Comp Menu.

The Enter/Edit Union Information option provides workers' compensation personnel the ability to enter or edit union representative information. This information is used to determine which union representative shall receive union bulletins when so designated by the employees.



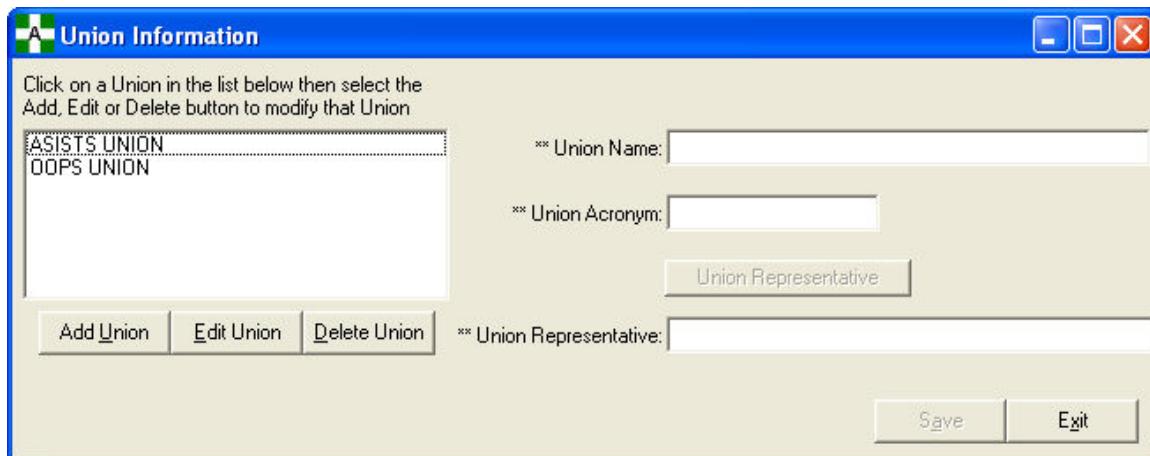
### Add/Edit Union

To add or edit a union, press the appropriate button. The number of unions that can be added is unlimited. Press the Save button to save the changes.

The following information is displayed on the Union Information screen.

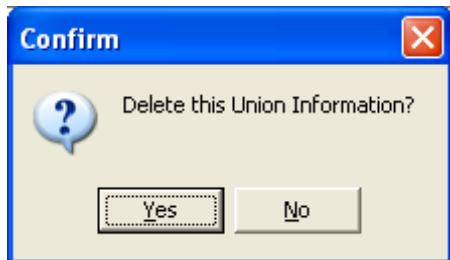
Union Name	This is the formal name of the union.
Union Acronym	This field is the union's acronym or abbreviation; e.g., AFGE.
Union Representative	Click this button to select the union representative .
Union Representative Name	This field contains the union representative's name for the union. It will be used to send the Mailman bulletin if the employee consents to sending information regarding their claim to the union.

## Enter/Edit Union Information



### Delete Union

To delete a union, select the desired union from the union list and press the Delete button. The following confirmation message will be displayed.



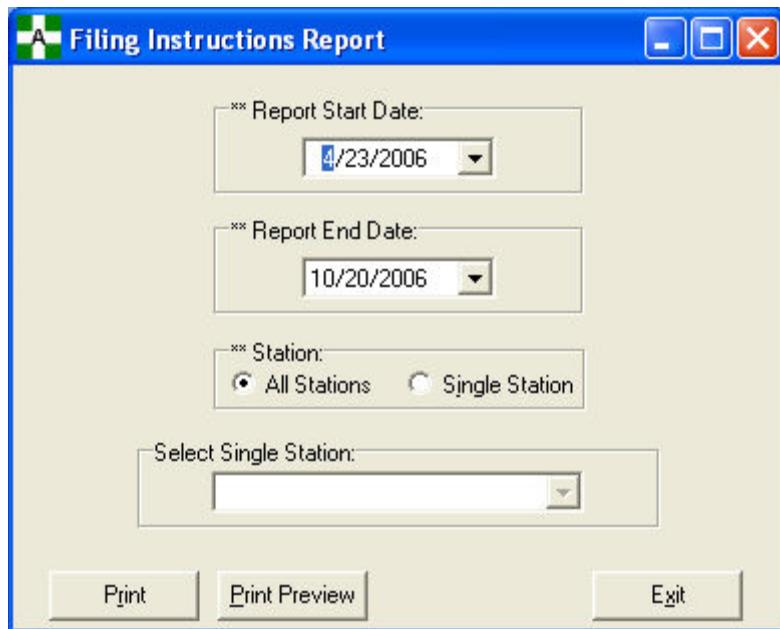
Press Yes to delete the union or No to return to the union form without deleting. If Yes is pressed and the union is successfully deleted, the following message will display.



## Filing Instructions Report

This option can be found on the Workers' Comp Menu under Reports.

Use this screen to print or print preview the Filing Instruction Report for a given time frame, for a single station, or all stations.



## Filing Instructions Report

Filing Instructions [Blk 39] Report  
for 10/1/2006 through 10/20/2006  
for Station - All Stations

<u>Filing Instructions</u>	<u>Number of Occurrences</u>
No lost time and no medical expenses	0
No lost time, medical expenses incurred	0
Lost time covered by leave LWOP or COP	1
First aid injury	1
No Data Entered	4
<b>Total</b>	<b>6</b>

10/20/2006 2:35:59 AM

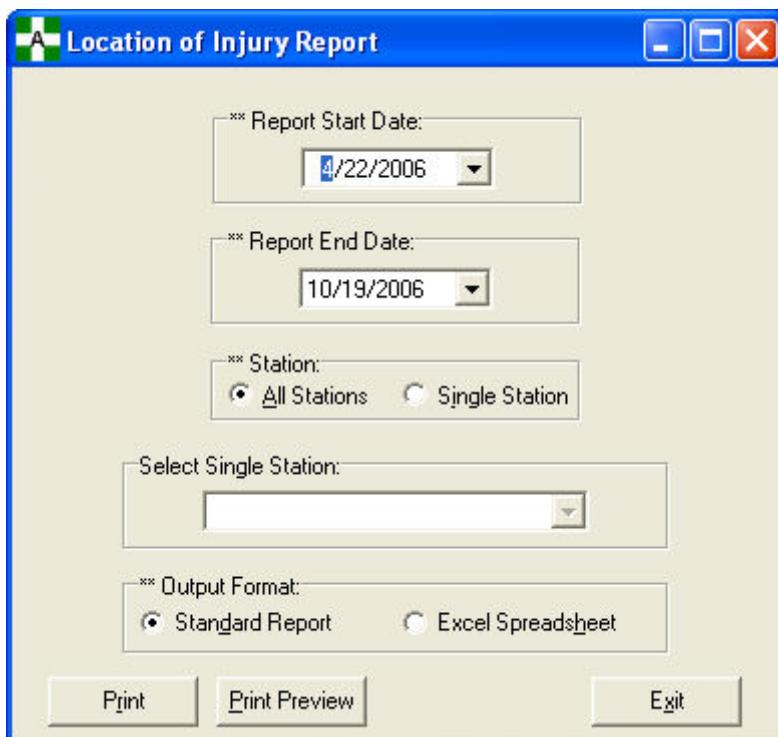
page 1

## Location of Injury Report

This option can be found on the Safety Menu under Reports.

The Location of Injury Report displays the number of incidents for a user-selected date range for all stations or a single station. Information provided includes type of incident, location of injury, location detail, and the total number of incidents for each. A cumulative total is also displayed.

Output formats include Standard Report or Excel spreadsheet.



## Location of Injury Report

Example of Standard Report format

**Print Preview**

Location of Injury Report  
for 3/22/2005 through 9/18/2005  
for Station - All Stations

Type of Incident:	Location of Injury:	Location Detail	Total:
Assault	Grounds (Roads/Lots)	NO DETAIL ENTERED	1
Cumulative Trauma	BDC (Blood Draw Center)	LALALALALS	3
Cumulative Trauma	BDC (Blood Draw Center)	NO DETAIL ENTERED	1
Cumulative Trauma	Food Service Area	NO DETAIL ENTERED	1
Cumulative Trauma	ICU (Intensive Care Unit)	NO DETAIL ENTERED	1
Cumulative Trauma	NO LOC ENTERED	-	5
Environmental/Toxic Exposure	NO LOC ENTERED	-	3
Environmental/Toxic Exposure	Pharmacy Areas	NO DETAIL ENTERED	1
Latex Reaction/Allergy	Cooling plant	Freon Storage Area	1
Latex Reaction/Allergy	NO LOC ENTERED	-	3
Lifting (Non Patient Care)	Laundry	NO DETAIL ENTERED	1
Lifting (Non Patient Care)	NO LOC ENTERED	-	1
Lifting/Repositioning Patients	E.R. (Emergency Room)	NO DETAIL ENTERED	1
Lifting/Repositioning Patients	NO LOC ENTERED	-	1
Material Handling	Cardiac Cath. Lab	NO DETAIL ENTERED	1
Material Handling	Domiciliary/ADHC	NO DETAIL ENTERED	1
Not Elsewhere Classified	Domiciliary/ADHC	Dom Room 14	1
Sharps Exposure	E.R. (Emergency Room)	NO DETAIL ENTERED	1
Sharps Exposure	Grounds (Roads/Lots)	NO DETAIL ENTERED	1
Slip/Trip/Fall	NO LOC ENTERED	-	5
Slip/Trip/Fall	Other (Non-Patient Care Area)	NO DETAIL ENTERED	1
Slip/Trip/Fall	Parking lot	LEVEL THREE	1
Slip/Trip/Fall	Public Area (Waiting/Corridors)	NO DETAIL ENTERED	1
Struck by/against	NO LOC ENTERED	-	1

Total: 38

Page 1 of 1

## Location of Injury Report

Excel Spreadsheet format

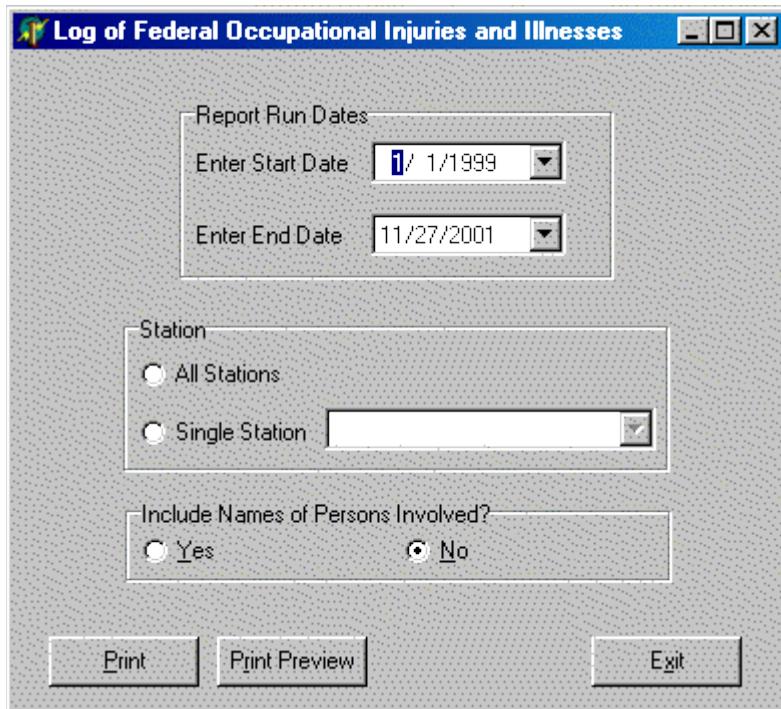
Location of Injury Report: 3/22/2005 - 9/18/2005							
for All Station(s)							
1	Assault	Grounds (Roads/Lots)	NO DETAIL ENTERED	1			
6	Cumulative Trauma	BDC (Blood Draw Center)	LALALALALS	3			
7	Cumulative Trauma	BDC (Blood Draw Center)	NO DETAIL ENTERED	1			
8	Cumulative Trauma	Food Service Area	NO DETAIL ENTERED	1			
9	Cumulative Trauma	ICU (Intensive Care Unit)	NO DETAIL ENTERED	1			
10	Cumulative Trauma	NO LOC ENTERED	-	5			
11	Environmental/Toxic Exposure	NO LOC ENTERED	-	3			
12	Environmental/Toxic Exposure	Pharmacy Areas	NO DETAIL ENTERED	1			
13	Latex Reaction/Allergy	Cooling plant	Freon Storage Area	1			
14	Latex Reaction/Allergy	NO LOC ENTERED	-	3			
15	Lifting (Non Patient Care)	Laundry	NO DETAIL ENTERED	1			
16	Lifting (Non Patient Care)	NO LOC ENTERED	-	1			
17	Lifting/Repositioning Patients	E.R. (Emergency Room)	NO DETAIL ENTERED	1			
18	Lifting/Repositioning Patients	NO LOC ENTERED	-	1			
19	Material Handling	Cardiac Cath. Lab	NO DETAIL ENTERED	1			
20	Material Handling	Domiciliary/ADHC	NO DETAIL ENTERED	1			
21	Not Elsewhere Classified	Domiciliary/ADHC	Dorm Room 14	1			
22	Sharps Exposure	E.R. (Emergency Room)	NO DETAIL ENTERED	1			
23	Sharps Exposure	Grounds (Roads/Lots)	NO DETAIL ENTERED	1			
24	Slip/Trip/Fall	NO LOC ENTERED	-	5			
25	Slip/Trip/Fall	Other (Non-Patient Care Area)	NO DETAIL ENTERED	1			
26	Slip/Trip/Fall	Parking lot	LEVEL THREE	1			
27	Slip/Trip/Fall	Public Area (Waiting/Corridors)	NO DETAIL ENTERED	1			
28	Struck by/against	NO LOC ENTERED	-	1			
29							
30		Total:	38				
31							

## Log of Federal Occupational Injuries and Illnesses

This option can be found on the Safety and Union Menus under Reports.

The option prints the Log of Federal Occupational Injuries and Illnesses. Logs can be printed for a date range determined by when the record was first created (Date/Time of Occurrence). This report compiles data from the Report of Incident where the *Include on OSHA Log* field equals YES.

The log prints the Case Number, Date of Occurrence, Name, Pay Plan and Occupation Code, Department, Type of Incident, and Body Part Affected. It also indicates with an X whether the claim resulted in a fatality, lost time, or no lost time, for both injuries and illnesses.



## Log of Federal Occupational Injuries and Illnesses

**Print Preview**

Agency: Veterans Administration

Log of Federal Occupational Injuries and Illnesses  
for 1/1/2001 through 11/27/2001 for All Stations

Agency: Veterans Health Administration

Case Number	Date of Occur.	Employee's Name	Occup.	Department	Description/Illness Body Part/Affected	Fatal Lost	No Fatal Lost	Time Lost	Illnesses No Time Lost
2001-00009	1/25/01	TURNIP,JANE	GS0621		Exposure to Body Fluids/Skin MULTIPLE FINGERS, SINGLE HAND	X	X		
2001-00029	1/30/01	TEST,PATCH HS	9999		Exposure to Body Fluids/Skin ARM(S), MULTIPLE SITES			X	
2002-00002	10/15/01	WILBUR,CHARLES	MGD0521	INFORMATION RESOURCES INC	Environmental/Toxic Exposure LIMB/REPORTING PATIENT TRUNK, INTERNAL, MULT ORGANS				X
2002-00001	10/17/01	WILBUR,CHARLES	MGD0521	INFORMATION RESOURCES INC	Environmental/Toxic Exposure TRUNK, EXTERNAL, MULT SITES	X	X		
2002-00003	10/30/01	TURNIP,JANE	0621		Exposure to Body Fluids/Skin TRUNK, MULTIPLE BODIES	X	X		
2002-00007A	11/1/01	PUTINTHIRY,C HARSIC HKNAME OR RINAT	VN9999		Environmental/Toxic Exposure FACE	X		X	
2002-00005A	11/6/01	CONTRACTOR,TESTING UI			LIMB/REPORTING PATIENT ARM(S), OTHER				

11/27/2001 3:03:18 PM

Page 1 of 1

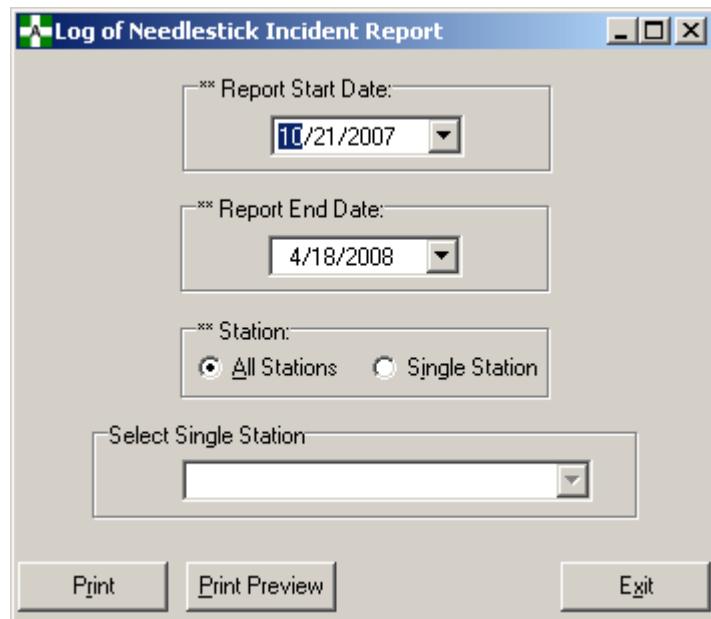
## Log of Needlestick Incidents

This option can be found on the Occupational Health, Safety, and Workers' Comp Menus under Reports.

This option prints the Log of Needlestick Incidents report. This report compiles data from the Report of Incident when the Type of Incident is a Hollow Bore Needlestick, Sharps Exposure, Exposure to Body Fluids/Splash, or a Suture Needlestick.

Before the report can be displayed or printed, the user must select the start and end dates along with the station. The report can be run for all stations or a single station. If all stations is selected, the report is not sorted by station. The words *Privacy Case* will print in place of the name for every case on this report.

The Lost Time column has been added back into this report. If the response to the "Initial Return to Work Status" is *Days Away Work*, then YES will be printed in this column; otherwise, NO will be printed.



## Log of Needlestick Incidents

**Print Preview**

Log of Needlestick Incidents  
for 10/25/2005 through 4/22/2008  
for Station - All Stations

Case Number	Dt of Incident	Name	Injury/Illn	Case Status	C Ctr	Lost Time
Occupation				Service		
Type of Incident		Place Where Injury Occurred				Body Part
Characterization of Injury				Activity at Time of Injury		
Object Causing Injury					Model and Brand of Object Causing Injury	
2006-00009	JAN 01, 2006	Privacy Case	Illness	Open	8421	No
Hollow Bore Needlestick						
Blister						
Description:						
<hr/>						
2006-00028	MAR 13, 2006	Privacy Case	Illness	Open	8421	Yes
PSYC				INFORMATION SYSTEMS CENTER		
Hollow Bore Needlestick					BONES OF FACE, OTHER(S)	
Abrasion/Scratch				Device in inappropriate place		
Bone chip				BD (BECTON-DICKINSON) VACUTAINER NEEDLES W/ECLIPSE		
Description:	THIS IS THE DESCRIPTION OF THE INCIDENT. WHAT HAPPENED AND HOW IT HAPPENED WOULD GO HERE					
<hr/>						
2006-00029A	MAR 14, 2006	Privacy Case	Illness	Open	8241	Yes
NURS				PERSONNEL		
Hollow Bore Needlestick					ABDOMEN	
Abrasion/Scratch						
Description:	THIS IS WHERE THE DESCRIPTION OF INCIDENT GOES					
<hr/>						
4/22/2008 1:04:20 PM						
page 1						

Page 1 of 9

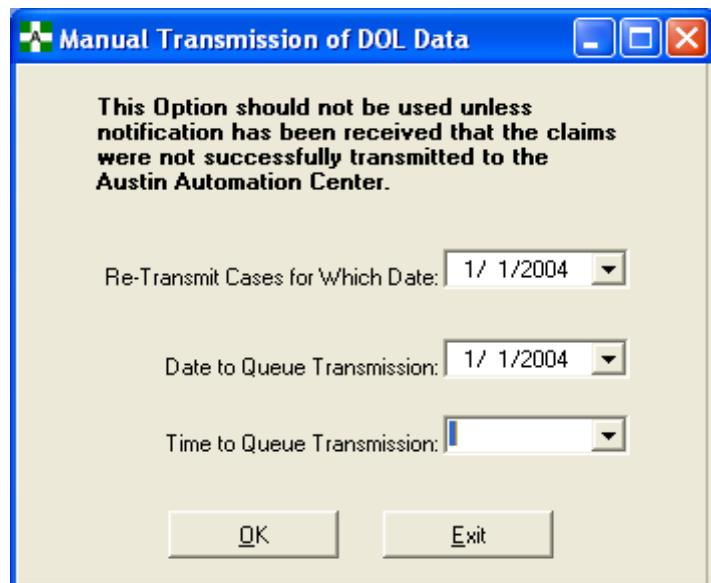
## Manual Transmission of DOL Data

This option can be found on the Workers' Comp Menu.

The Manual Transmission of DOL Data option provides workers' compensation personnel the ability to manually resend CA-1 or CA-2 data that was previously queued to the Austin Automation Center (AAC) for transmission to the Department of Labor (DOL). The CA-1 or CA-2 data can be transmitted immediately or queued for future transmission.

A security key is required to access this option and should be assigned to individuals responsible for sending CA-1 or CA-2 data to the AAC.

This option should ONLY be used when the transmission to the AAC was corrupt or not completely received. This option is NOT designed to retransmit a single case.



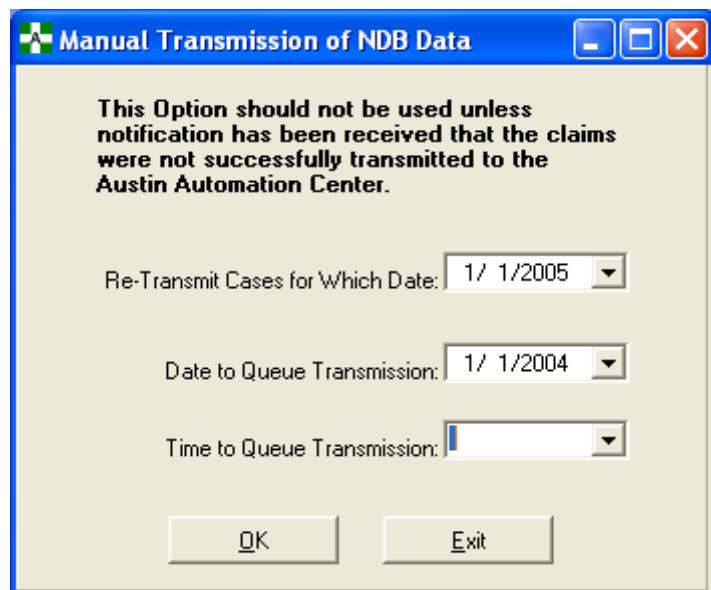
## Manual Transmit of National Database Data

This option can be found on the Safety Menu.

The Manual Transmit of National Database Data option provides the safety official the ability to manually resend incident data that was previously queued to the Austin Automation Center (AAC) for transmission to the ASISTS National Database (NDB). The data can be transmitted immediately or queued for future transmission.

Data is extracted from incident reports to provide statistical reporting on safety incidents that occur at facilities nationwide. Reports will be periodically generated from the NDB to identify safety incident trends and to support prevention programs for health care workers' exposure to bloodborne pathogens. The data collected from the Report of Incident should be transmitted to the ASISTS National Database (NDB) on a daily basis.

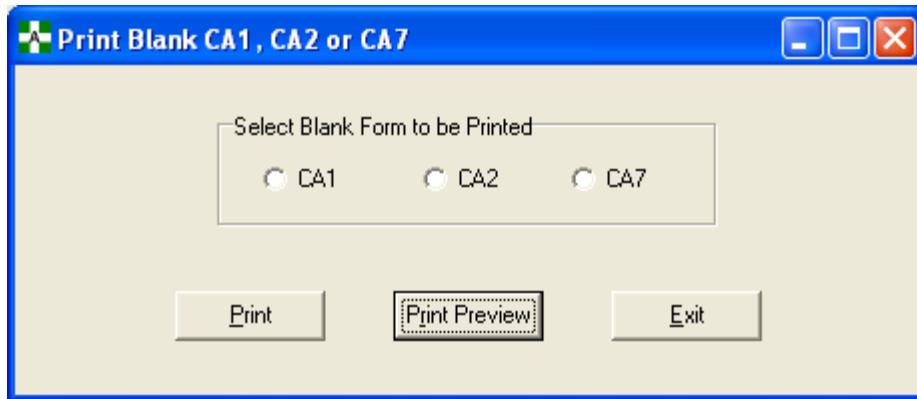
This option should ONLY be used when the transmission to the AAC was corrupt or not completely received. This option is NOT designed to retransmit a single case.



## Print Blank CA1/CA2/CA7

This option can be found on the Workers' Comp Menu.

The Print Blank CA1/CA2/CA7 option provides workers' comp personnel the ability to print a blank CA1, CA2, or CA7 form should there be a need to fill one out manually.



## Blank CA1

**Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**

**U.S. Department of Labor**  
Employment Standards Administration  
Office of Workers' Compensation Programs

**Employee:** Please complete all boxes 1 - 15 below. Do not complete shaded areas.  
**Witness:** Complete bottom section 16.  
**Employing Agency (Supervisor or Compensation Specialist):** Complete shaded boxes a, b, and c.

1. Name of Employee (Last, First, Middle)	2. Social Security Number				
3. Date of Birth Mo. Day Yr.	4. Sex	5. Home telephone	6. Grade as of date	Level	Step
7. Employee's home mailing address (including city, state, and zip code)					
8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other					

**Description of Injury**

9. Place where injury occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)

10. Date injury occurred Mo. Day Yr.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	11. Date of this notice Mo. Day Yr.	12. Employee's occupation
13. Cause of injury (Describe what happened and why)		a. Occupation code	
14. Nature of injury (Identify both the injury and the part of body, e.g. fracture of left leg.)		b. Type code	c. Source code
c. OWCP Use - NOI Code			

**Employee Signature**

15. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government, and that it was not caused by my wilful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:

a. Continuation of regular pay (COPD) and to exceed 12 days and continuation for longer than 12 days at the rate of minimum wage

**Print Blank CA1/CA2/CA7****Blank CA2**

**Print Preview**

Notice of Occupational Disease and Claim for Compensation

**U.S. Department of Labor**  
Employment Standards Administration  
Office of Workers' Compensation Programs

**Employee: Please complete all boxes 1 - 18 below. Do not complete shaded areas.**  
**Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.**

<b>Employee Data</b>					
1. Name of Employee (Last, First, Middle)	2. Social Security Number				
3. Date of Birth Mo. Day Yr.	4. Sex	5. Home telephone	6. Grade as of date of last exposure	Level	Step
7. Employee's home mailing address (Including city, state, and zip code)			8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other		
<b>Claim Information</b>			<b>a. Occupation Code</b>		
9. Employee's Occupation			10. Location (address) where you worked when disease or illness occurred (Include city, state, and ZIP code)		
			11. Date you first became aware of disease or illness Mo. Day Yr.		
12. Date you first realized the disease or illness was caused or aggravated by your employment Mo. Day Yr.		13. Explain the relationship to your employment, and why you came to this realization			
14. Nature of disease or illness			<b>OWCP Use - HOI Code</b>		
			<b>b. Type code</b> <b>c. Source code</b>		
15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay.					

0% Page 1 of 4

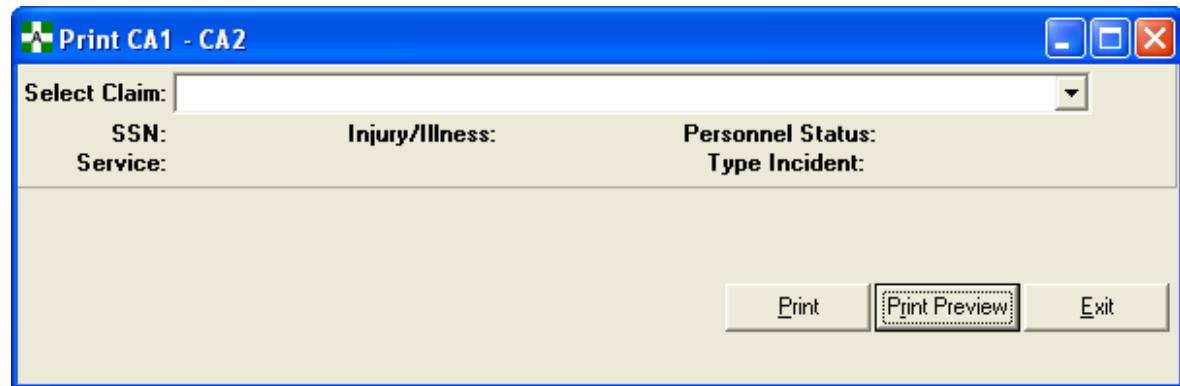
**Print Blank CA1/CA2/CA7****Blank CA7****Claim for Compensation****U.S. Department of Labor**Employment Standards Administration  
Office of Workers' Compensation Programs

<b>SECTION 1</b>				<b>EMPLOYEE PORTION</b>			
a. Name of Employee	Last	First	Middle	OMB No.	1215-0103		
				Expires:	10/31/2008		
b. Mailing Address (Including City State, ZIP Code)				c. OWCP File Number			
				d. Date of Injury			
				Month	Day	Year	
E-Mail Address (Optional)				e. Social Security Number			
<b>SECTION 2</b> Compensation is claimed for: Inclusive Date Range				f. Telephone No./FAX No.			
From	To	Intermittent?					
a. <input type="checkbox"/> Leave without Pay		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Go to Section 3			
b. <input type="checkbox"/> Leave buy back		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Go to Section 3, and Complete Form CA-7b			
c. <input type="checkbox"/> Other wage loss; specify type, such as downgrade, loss of night differential, etc.	Type: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Go to Section 3			
d. <input type="checkbox"/> Schedule Award (Go to Section 4)		If intermittent, complete Form CA-7a, Time Analysis Sheet					
<b>SECTION 3</b> You must report all earnings from employment (outside your federal job); include any employment for which you received a salary, wages, income, sales commissions, piecework, or payment of any kind during the period(s) claimed in Section 2. Include self-employment, involvement in business enterprises, as well as service with the military forces. Fraudulent concealment of employment or failure to report income may result in forfeiture of compensation benefits and/or criminal prosecution. <b>Have you worked outside your federal job for the period(s) claimed in Section 2?</b>							
Name and Address of Business:							
<input type="checkbox"/> Yes							
<input type="checkbox"/> No Go to Section 4	Name	Address	City	State	ZIP Code		
	Dates Worked:	Type of Work:					
<b>SECTION 4</b> Is this the first CA-7 claim for compensation you have filed for this injury?							

## Print CA1/CA2

This option can be found on the Supervisor and Workers' Comp Menus.

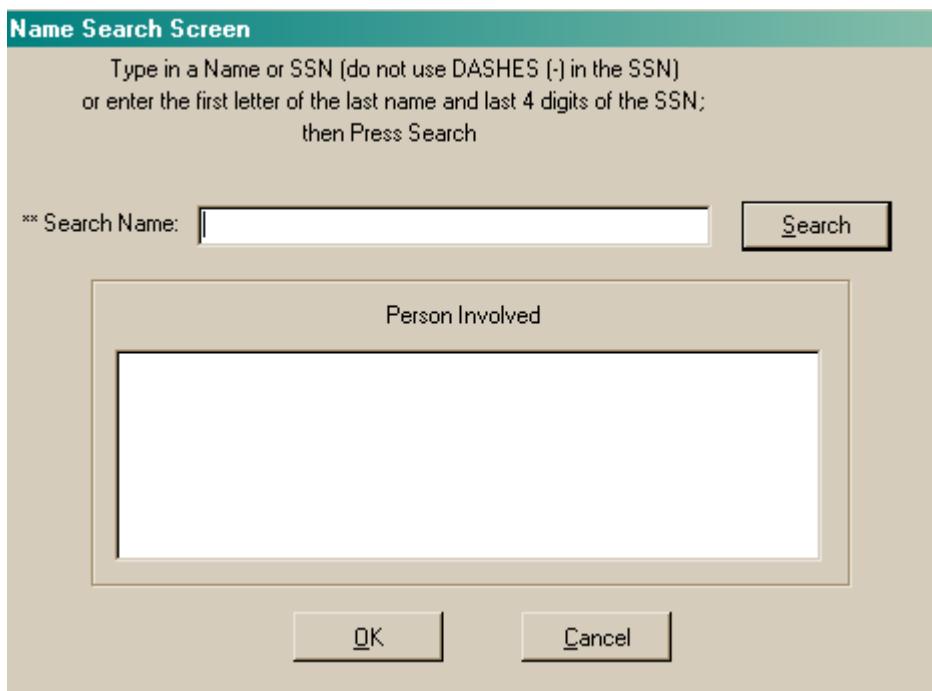
The Print CA1/CA2 option provides personnel the capability to view on a computer screen or print a hardcopy of the CA1 or CA2 form for an individual. This option also serves as a means to view/print a list of open cases noting the presence or lack of electronic signatures.



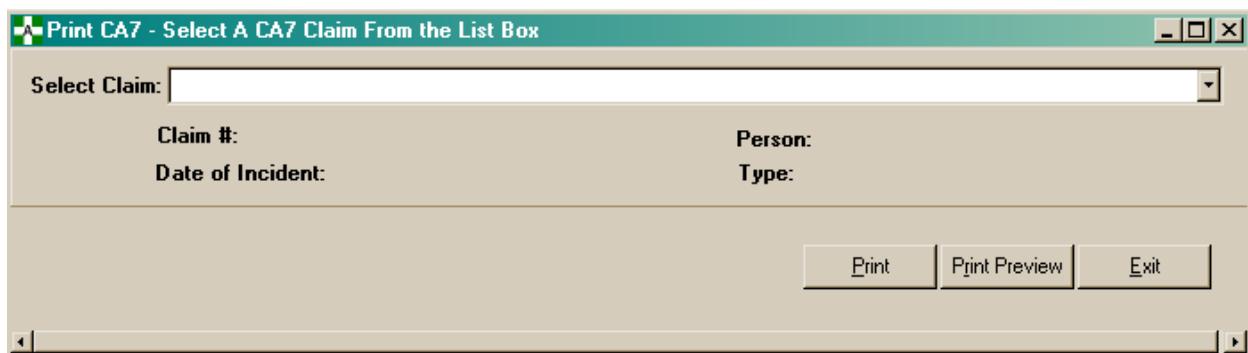
Notice of Occupational Disease and Claim for Compensation		U.S. Department of Labor Employment Standards Administration Office of Workers' Compensation Programs																																																					
<b>Employee:</b> Please complete all boxes 1 - 18 below. Do not complete shaded areas. <b>Employing Agency (Supervisor or Compensation Specialist):</b> Complete shaded boxes a, b, and c.																																																							
<b>Employee Data</b> <table border="1"> <tr> <td>1. Name of Employee (Last, First, Middle)</td> <td colspan="3">ASISTEMPLOYEE.ONE</td> <td>2. Social Security Number</td> <td colspan="2">666-11-1111</td> </tr> <tr> <td>3. Date of Birth</td> <td>Mo. Day Yr.</td> <td>4. Sex</td> <td>Male</td> <td>5. Home telephone</td> <td colspan="2">123-123-1234</td> </tr> <tr> <td colspan="4"></td> <td>6. Grade as of date of last exposure</td> <td>Level 12</td> <td>Step 6</td> </tr> <tr> <td colspan="4">           7. Employee's home mailing address (including city, state, and zip code)            1111 ASISTS AVE            ALBANY, NEW YORK 12210         </td> <td colspan="3">           8. Dependents  <input type="checkbox"/> Wife, Husband  <input type="checkbox"/> Children under 18 years  <input type="checkbox"/> Other         </td> </tr> <tr> <td colspan="4"> <b>Claim Information</b> <table border="1"> <tr> <td>9. Employee's Occupation</td> <td>060013</td> <td>a. Occupation Code</td> <td>0600</td> </tr> <tr> <td colspan="2">10. Location (address) where you worked when disease or illness occurred (Include city, state, and ZIP code)</td> <td colspan="2">11. Date you first became aware of disease or illness Mo. Day Yr.</td> </tr> <tr> <td colspan="2">           12. Date you first realized the disease or illness            was caused or aggravated by your employment            Mo. Day Yr.         </td> <td colspan="2">           13. Explain the relationship to your employment, and why you came to this realization         </td> </tr> <tr> <td colspan="2">           14. Nature of disease or illness         </td> <td colspan="2">           OWCP Use - ICD Code            b. Type code    c. Source code         </td> </tr> <tr> <td colspan="4">           15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay.         </td> </tr> </table> </td> </tr> </table>				1. Name of Employee (Last, First, Middle)	ASISTEMPLOYEE.ONE			2. Social Security Number	666-11-1111		3. Date of Birth	Mo. Day Yr.	4. Sex	Male	5. Home telephone	123-123-1234						6. Grade as of date of last exposure	Level 12	Step 6	7. Employee's home mailing address (including city, state, and zip code) 1111 ASISTS AVE ALBANY, NEW YORK 12210				8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other			<b>Claim Information</b> <table border="1"> <tr> <td>9. Employee's Occupation</td> <td>060013</td> <td>a. Occupation Code</td> <td>0600</td> </tr> <tr> <td colspan="2">10. Location (address) where you worked when disease or illness occurred (Include city, state, and ZIP code)</td> <td colspan="2">11. Date you first became aware of disease or illness Mo. Day Yr.</td> </tr> <tr> <td colspan="2">           12. Date you first realized the disease or illness            was caused or aggravated by your employment            Mo. Day Yr.         </td> <td colspan="2">           13. Explain the relationship to your employment, and why you came to this realization         </td> </tr> <tr> <td colspan="2">           14. Nature of disease or illness         </td> <td colspan="2">           OWCP Use - ICD Code            b. Type code    c. Source code         </td> </tr> <tr> <td colspan="4">           15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay.         </td> </tr> </table>				9. Employee's Occupation	060013	a. Occupation Code	0600	10. Location (address) where you worked when disease or illness occurred (Include city, state, and ZIP code)		11. Date you first became aware of disease or illness Mo. Day Yr.		12. Date you first realized the disease or illness was caused or aggravated by your employment Mo. Day Yr.		13. Explain the relationship to your employment, and why you came to this realization		14. Nature of disease or illness		OWCP Use - ICD Code b. Type code    c. Source code		15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay.			
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## Print CA7

This option can be found on the Workers' Comp Menu.



Use this selection screen to either print or print preview a selected claim from the list box. The Print button sends the printed version of the selected claim to the windows default printer. Print Preview displays the report to the screen.



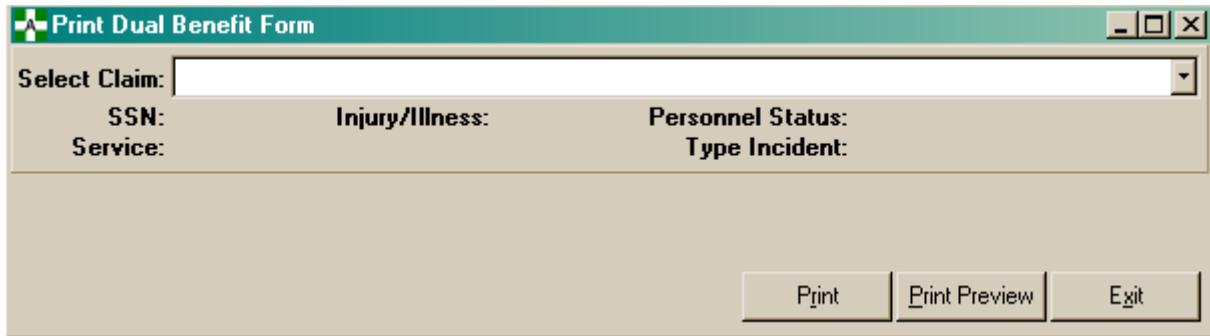
**Print CA7**

<b>Claim for Compensation</b>		<b>U.S. Department of Labor</b> Employment Standards Administration Office of Workers' Compensation Programs		
<b>SECTION 1</b> <b>EMPLOYEE PORTION</b>				
a. Name of Employee  ASISTS		First  EMPLOYEE TWENTYTWO	Middle	OMB No. 1215-0103 Expires: 10/31/2008
b. Mailing Address (Including City State, ZIP Code)				c. OWCP File Number CA7-001
E-Mail Address (Optional)		d. Date of Injury Month Day Year	e. Social Security Number 6   6   6   0   6   6   6   2   2	f. Telephone No./FAX No.
<b>SECTION 2</b> Compensation is claimed for: Inclusive Date Range From _____ To _____				Intermittent?  <input type="checkbox"/> Yes <input type="checkbox"/> No   Go to Section 3 <input type="checkbox"/> Yes <input type="checkbox"/> No   Go to Section 3, and Complete Form CA-7b <input type="checkbox"/> Yes <input type="checkbox"/> No   Go to Section 3 If intermittent, complete Form CA-7a, Time Analysis Sheet
<b>SECTION 3</b> You must report all earnings from employment (outside your federal job); include any employment for which you received a salary, wages, income, sales commissions, piecework, or payment of any kind during the period(s) claimed in Section 2. Include self-employment, involvement in business enterprises, as well as service with the military forces. Fraudulent concealment of employment or failure to report income may result in forfeiture of compensation benefits and/or criminal prosecution. <b>Have you worked outside your federal job for the period(s) claimed in Section 2?</b>				
Name and Address of Business:				
<input type="checkbox"/> Yes	Name	Address	City	State ZIP Code
<input checked="" type="checkbox"/> No Go to Section 4	Dates Worked: -	Type of Work:		
<b>SECTION 4</b> Is this the first CA-7 claim for compensation you have filed for this injury?				

## Print Dual Benefits Form

This option can be found on the Workers' Comp Menu.

Use this screen to select the claim for which you wish to print the Dual Benefits Form. You can print the report to your Window's default printer or display the report to the computer screen.



**Print Preview**

**PREVENTION OF DUAL BENEFITS FOR A JOB RELATED INJURY/ILLNESS**

The Federal Employees' Compensation Act (FECA), Section 8116, prohibits an employee from receiving workers' compensation benefits under the FECA and veterans benefits administered by Veterans Benefits Administration (VBA) for the same injury/illness or death.

Name: ASISTSEMPLOYEE,ONE	SSN: 666-11-1111
Date of Job-Related Injury/Illness: NOV 22, 2004@14:00	
Part(s) of the Body (involved in job-related injury): SINGLE EYE	

Are you a Veteran:  Yes  No

If Yes:  
Are you currently receiving veteran benefits for a military-connected disability:  Yes  No

Do you have a claim for a military-connected disability pending:  Yes  No

Veteran Benefits Administration (VBA) Number: \_\_\_\_\_

Part(s) of the body involved in your military claim: \_\_\_\_\_

Condition accepted in your military claim: \_\_\_\_\_

I was informed of the regulations involved in filing a claim for Workers' Compensation and a claim or increase in my VBA benefit for military-connected disability. If both are approved, I understand that I must make an election between the two benefits and will notify the Workers' Compensation Specialist at my employing facility of what I choose.

Employee Signature: ASISTSEMPLOYEE,ONE /ES/ Date Employee Signed: DEC 07, 2004@12:36:40

Workers' Comp Specialist Signature: CHENJOY /ES/ Date WC Signed: DEC 07, 2004@12:39:21

**This form will be filed with your claim for workers' compensation benefits and with VA Regional Office, VBA office.**

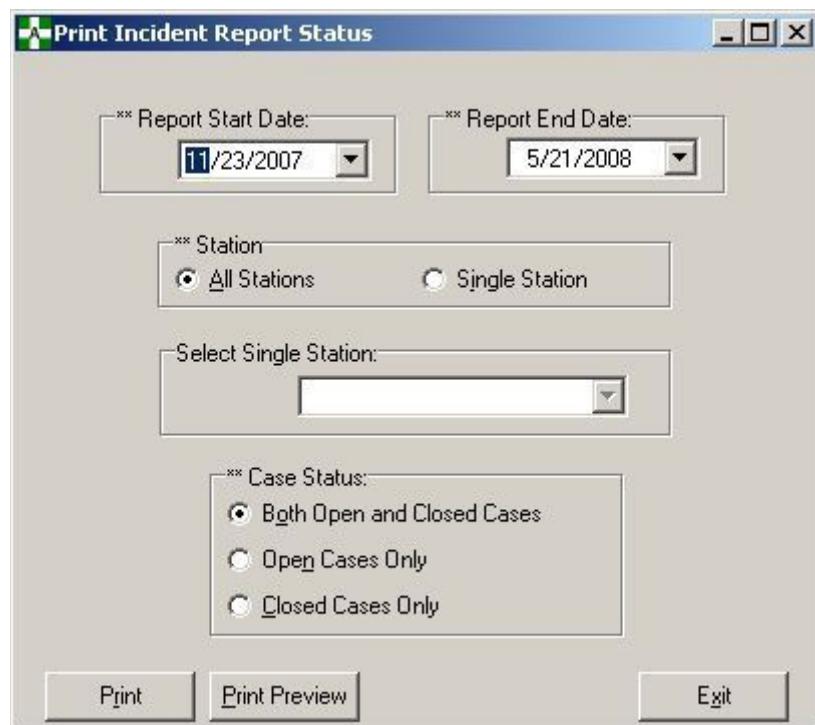
0% Page 1 of 1

## Print Incident Report Status

This option can be found on the Supervisor Menu and on the Occupational Health, Safety, Workers' Comp, and Union Menus under Reports.

The Print Incident Report Status option provides Occupational Health Unit personnel, supervisor, safety official, union personnel, or workers' compensation personnel the ability to view the Incident Report Status on a computer screen or print a hardcopy. This option also serves as a means to view/print a list of open cases noting the presence or lack of electronic signatures.

Before the Incident Report Status can be displayed or printed, the user must select the start and end dates along with the station. The report can be run for all stations or single station. If all stations is selected, the report is not sorted by station. The user must also indicate the case status to be included on the report.



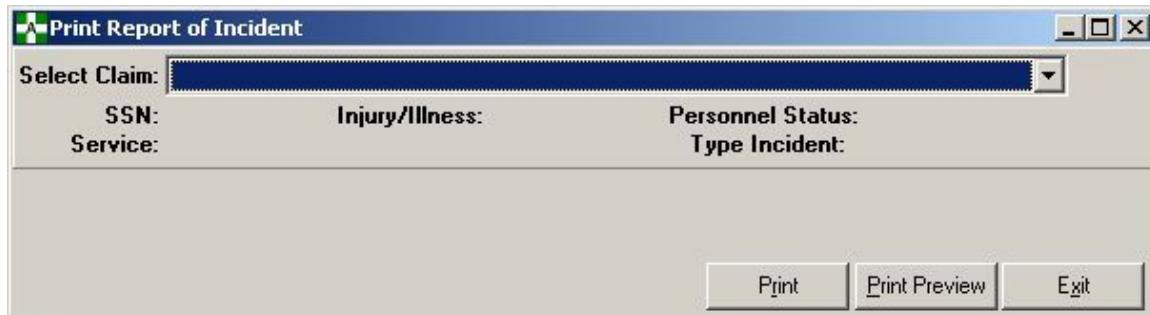
## Print Incident Report Status

Incident Report Status for Open & Closed Cases 1/1/2008 through 2/1/2008 for All Stations						
Case Number	Name	SSN	Case Status	Date/Time of Incident		
2008-00001	VOLUNTEER, TESTNEXT	XXX-XX-6667	Open	JAN 01, 2008@12:01	2162	WCP
			CA1	CA2	---	---
			---	---	----	---
	Employee:	Un-Signed				
	AS ISTEMPLOYEE, ONE, Supervisor:	Un-Signed				
	Safety Officer:					
	Workers' Comp:					Un-Signed
Case Number	Name	SSN	Case Status	Date/Time of Incident		
2008-00010	PAID,OIF0 A	XXX-XX-6001	Open	JAN 01, 2008@12:01	2162	WCP
			CA1	CA2	---	---
			---	---	----	---
	Employee:	Un-Signed				
	PAID,TESTLFE FOUR, Supervisor:	Un-Signed				
	Safety Officer:					
	Workers' Comp:					Un-Signed
Case Number	Name	SSN	Case Status	Date/Time of Incident		
2008-00002	VISITOR, TWO	XXX-XX-0867	Open	JAN 02, 2008@12:02	2162	WCP
			CA1	CA2	---	---
			---	---	----	---
	Employee:	N/A(Visitor)				
	PAID,TESTLFE LGFIVE, Supervisor:					Un-Signed
	Safety Officer:					Un-Signed
	Workers' Comp:					

## Print Report of Incident

This option can be found on the Supervisor Menu and on the Occupational Health, Safety, Workers' Comp, and Union Menus under Reports.

The Print Report of Incident option provides Occupational Health Unit personnel, supervisor, safety official, union personnel, or workers' compensation personnel the ability to print a hardcopy of the Report of Incident or view the report on the computer screen.



An example report begins on the following page.

## Print Report of Incident

**Print Preview**

4/22/2008 12:48:51 PM

Veterans Health Administration		INCIDENT REPORT		
ACCIDENT IDENTIFICATION SECTION				
Case Number 2006-00029	Report Type Initial	Type of Incident Not Elsewhere Classified	Date and Time of Occurrence JAN 28, 2006 at 08:00	General Setting of Incident Patient care setting
PERSONNEL INVOLVED SECTION				
Person Involved AGENT EMPLOYEE, TWO		Service NURSING		
SSN xxx-xx-2222	Age at Time of Incident 53	Personnel Status Employee	Care Status Open	
Gender Female	Home Phone 222-222-2222	Educator	PROFESSIONAL DEGREE (OTHER)	
Injury/Illness Injury	Work Center / Org	Home Address 222 00 PINE DRIVE		
Occupation 8224	Grade/Step 12G	ALBANY, NEW YORK 12210		
INJURY/ILLNESS DATA SECTION				
Location of Injury E.R. (Emergency Room)	Characterization of Injury Patch	Medical Emergency Cleanup Following Medical		
Body Part(s) Affected BO TH FO REARMS		Side of Body Affected Both		
Additional Body Part		Job Transfer/Retention 0	Days Away Work 0	
DESCRIPTION OF INCIDENT				
who what when where how and why				
CORRECTIVE ACTION TAKEN				
corrective action taken				
Station: ALBANY - 500				
CASE# 2006-00029		Date Created: FEB02, 2006@14:56	Created By: CHENJOY	Report Run Date: 4/22/2008 12:48:51 PM

0% Page 1 of 3

## Print Report of Incident

**Print Preview**

SHARPS/EXPOSURE DATA SECTION

Patient Source: Unidentifiable	Contamination: Unknown
Area Exposed to Bodily Fluids:	
Personal Protective Gear Used:	
Activity at time of injury	Object Causing Injury
Bodily Fluid Exposure Source	Purpose of Sharp Object
Device Size:	Safety Chart:
Brand	
<input type="checkbox"/> Equipment/Device Failure Occurred	
Safety Design Device Used:	Injury Prevent Device/Bagging:
Explain Why Safety Device Not Used	

SAFETY OFFICIAL COMMENTS

Signature of Safety Official	Date
Signature of Supervisor	Date

NOTICE OF CONDITIONS UNDER WHICH THIS INFORMATION IS COLLECTED

In compliance with the Privacy Act of 1974, no obfuscating is provided:

1. Collection of the information is authorized by the Occupational Safety and Health Act of 1970 (PL 91-595); 5 USC 7902; 29 CFR 1960; 29 USC 2671-80 and Executive Order 12195 (1 Oct 1980); these authorities do not require that penalties be imposed for failure to respond to this report.
2. The principal purpose for which this information is collected is to provide statistical data and analysis on injury, illness and property loss experience in support of the Departmental, Agency, Region and Statewide Safety and Health Programs as well as required statistical summaries or reports to the Department of Labor and other governmental entities or functions requiring such information.
3. Routine uses of this information include: (a) Providing the means for complying with the reporting requirements of the Occupational Safety and Health Act of 1970; 29 CFR 1960; and such other reports as may be required by legislative or regulatory obligations; (b) Providing such summary statistical data and analysis as is necessary to appropriately evaluate the effectiveness of the safety management programs and assist appropriate departmental functions in the initiation and support of corrective or preventive actions; (c) Responding to a court subpoena or court order (or comparable jurisdiction); (d) Administering or conducting a hearing or investigation; (e) Appropriate governmental or regulatory officer, whether federal, state, local or foreign, such information as is relevant to investigations or when a violation of a statute or regulation is indicated.
4. The affected individual may request all or part of the requested information may be rendered impossible or to delay the Department's documenting the injury, illness, and/or property loss. Every effort shall be made to obtain the factual information relating to an incident from other sources should the individual insist refuse to provide the requested information.

QA0000000000 Date Created: FEB02, 2006@1436 Created By: CHBIJOY Report Run Date: 4/22/2008 12:48:51 PM

0% Page 2 of 3

## Print Report of Incident

**Print Preview**

Print Preview window showing the report of an incident.

**OTHER FACTORS SECTION**

Weather Factor:	Source of incident:
Cause of incident:	Additional Cause of incident:
Preventive Method:	Corrective Status:
Severity of injury (incident was an injury):	

**OSHA 301 DATA SECTION**

Date Hired: FEB 02, 2002	Time Began Work: 08:00A
Line or Type (incident was an line or):	
Include On OSHA Log: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Release a Privacy Case: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of Death: FEB 01, 2005	

Information about the physician or other Health Care Professional:

Name of Physician: Chen, Joy

Was individual hospitalized or admitted as an In-Patient:  Yes  No

Was individual treated in a non-VA Emergency Room:  Yes  No

Non-VA Facility Information:

Facility Name:  
 Street:  
 City:  
 State:  
 Zip Code:

Safety Official Name: SUPERVISOR AGENTS  
 Safety Official Title: dcd  
 Safety Official Phone #: 3334445555  
 Safety Official Phone Ext: ABC989

Case# 2006-00028 Date Created: FEB 02, 2006@14:56 Created By: CHENJOY Report Run Date 3/22/2008 12:49:51 PM

0% Page 3 of 3

## **Reason for Controvert Report**

This option can be found on the Workers' Comp Menu under Reports.

The user is asked to enter a start date, end date, and either a single station or all stations. The report gives a count of the number of each of the following reason for controvert codes for both lost time and no lost time cases.

- The disability was not caused by a traumatic injury
- The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former president
- The employee is not a citizen or resident of the United States or Canada
- The injury occurred off the employing agencies premises and the employee was not involved in official off premises duty
- The injury was proximately caused by the employee misconduct, intent to bring about injury or death to self or another person, or intoxication
- The injury was not reported on Form CA-1 within 30 days following the injury
- Work stoppage first occurred 45 days or more following the injury
- The employee initially reported the injury after his or her employment was terminated
- The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups

**Note:** The last item is NOT a Controvert code but is included to handle those possible scenarios.

The report will indicate the number of cases in the total count that had data in block 36 (State the Reason in Detail) and the number of cases not controverted in the report date range.

## Reason for Controvert Report



**Reason for Controvert Report**

Reason for Controvert [Blk 36] Report for 11/19/2010 through 5/18/2011 for Station - All Stations		
<u># of Occurrences</u>	<u>Controvert Code</u>	
0	a      The disability was not caused by a traumatic injury.	
0	b      The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President.	
0	c      The employee is not a citizen or a resident of the United States or Canada.	
0	d      The injury occurred off the employing agency's premises and the employee was not involved in official off premise duties.	
0	e      The injury was proximately caused by the employee willful misconduct, intent to bring about injury or death to self of another person, or intoxication.	
0	f      The injury was not reported on Form CA-1 within 30 days following the injury.	
0	g      Work stoppage first occurred 45 days or more following the injury.	
0	h      The employee initially reported the injury after his or her employment was terminated.	
0	i      The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.	
0	Controvert question checked Yes, but no Controvert Code entered	
<b>Total</b>	<b>0</b>	
<i>Number of Cases (from above) with additional "State the reason in detail" data in Block 36:</i> 0		
<i>Number of Cases not controverted during report date range:</i> 1		

## Reason for Dispute Report

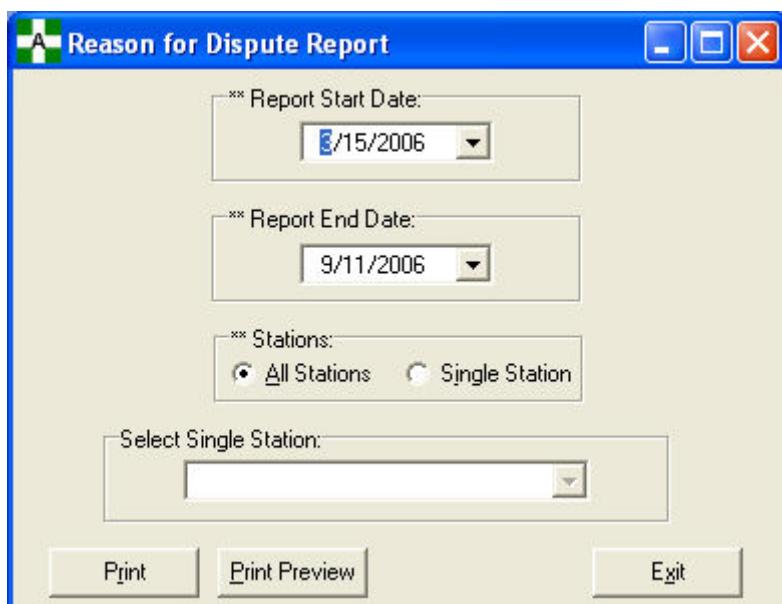
This option can be found on the Workers' Comp Menu under Reports.

The Reason for Dispute Report provides the capability to view the number of dispute code occurrences (for lost time and no lost time cases) for a single station or all stations within a user-specified date range.

The user is asked to enter a start date, end date, and either a single station or all stations. The report gives a count of the number of each of the following reason for dispute codes for both lost time and no lost time cases.

- A personal, emotional, reaction to administrative activities
- Different medical opinions about injury; weight of evidence
- Different stories about what happened
- Employee did not follow facility policies/procedures
- Inappropriate medical provider
- Injury was not work related
- Investigation of incident does not support employee's statement
- Medical diagnosis/treatment not related to claimed condition
- No medical evidence to support work related injury
- Timeliness of reporting incident

The report will indicate the number of cases in the total count that had data in block 36 (State the Reason in Detail) and the number of cases not disputed in the report date range.



## Reason for Dispute Report

Reason for Dispute Report for 11/19/2010 through 5/18/2011 for Station - All Stations		
Reason for Dispute Code	Lost Time Cases	No Lost Time Cases
A personal, emotional, reaction to administrative activities	0	0
Different medical opinions about injury; weight of evidence	0	0
Different stories about what happened	0	0
Employee did not follow facility policies/procedures	0	0
Inappropriate medical provider	0	0
Injury was not work related	0	0
Investigation of incident does not support employee's statement	0	0
Medical diagnosis/treatment not related to claimed condition	0	0
No medical evidence to support work related injury	0	0
Timeliness of reporting incident	0	0
<b>Total Cases:</b> 0	0	0
<i>Number of Cases (from above) with additional "State the reason in detail" data in Block 36:</i>	0	0
<i>Number of Cases not disputed during report date range</i>	0	1

## Request for Compensation (CA7)

This option can be found on the Employee and Workers' Comp Menus.

The Request for Compensation (CA7) option allows either the employee or worker's compensation personnel to enter information for a request for compensation. There are 6 tab sheets on the CA7 Form. The first three tabs of the form are accessible by both the employee and worker's compensation personnel; the last 3 tabs on the form can only be accessed by workers' compensation personnel.

Selecting the Create CA7 button after you have selected the associated CA claim will initiate and create a new CA7 claim with some of the fields auto populated. The CA7 screen is then displayed with all of the associated tab fields available for editing. It is important to remember that the claim will not actually be created/saved until you either click Save on the CA7 form or try to exit the form. After you have selected a CA claim and have clicked the Create CA7 button, a message is displayed that the information for the new CA7 has been populated on the form, but the claim will not be created until the information is saved.

The figure consists of three screenshots of ASISTS 2.0 software windows:

- Screenshot 1:** A confirmation dialog box titled "ASISTS 2.0" with the message "You are about to create a new CA7, do you wish to continue?". It contains "Yes" and "No" buttons.
- Screenshot 2:** A window titled "Select CA for New CA7 Creation Select associated CA claim from the list box.". It shows a dropdown menu labeled "Select Claim:" containing a single item. Below it are fields for "CA #: Person:", "Date:", and "Injury/Illness:". At the bottom, it says "Please select the associated CA Claim for the CA7 creation from the above list :" and has "Create CA7" and "Exit" buttons.
- Screenshot 3:** A confirmation dialog box titled "ASISTS 2.0" with the message "Information for the new CA7 has been populated on the form, the claim will not actually be created until you save this information.". It contains an "OK" button.

## Request for Compensation (CA7)

### Sections 1-2 Tab

The Sections 1-2 tab contains the majority of the employee information such as mailing address, Date of Incident, OWCP file number. This tab can be accessed by both the employee and workers' compensation representative.

Section 2 of this tab involves the reason for filing the CA7. A separate CA7 must be completed by the employee for each option they choose to file.

## Request for Compensation (CA7)

### Sections 3-4 Tab

The Sections 3-4 tab contains outside business work information and questions concerning previous claims and dependent information. This tab can be accessed by both the employee and workers' compensation representative.

The screenshot shows the CA7 - Request for Compensation Form window. At the top, there is a toolbar with icons for Print, Save, and Exit. Below the toolbar, a navigation bar includes links for 'Select Claim:', 'Claim #:', 'Person:', 'Date of Incident:', and 'Type:'. A horizontal menu bar at the top of the main area has tabs for 'Sections 1-2', 'Sections 3-4' (which is selected), 'Sections 5-6', 'Sections 8-9', 'Sections 10-13', and 'Sections 14-15'. The main content area is divided into sections:

- SECTION 3:** A question asking if the user worked outside their federal job during the period(s) claimed in Section 2. It includes radio buttons for 'Yes (1)' and 'No (2)'.
- Outside Business Information:** A group of input fields for 'Name', 'Address', 'City', 'State', and 'Zip Code', each preceded by a double asterisk (\*\*).
- SECTION 4:** A question asking if this is the first CA-7 claim for compensation. It includes radio buttons for 'Yes (3)' and 'No (4)'.
- Dependent and Direct Deposit Information:** A question asking if there has been a change in dependents or direct deposit information. It includes radio buttons for 'Yes (5)' and 'No (6)'.

## Request for Compensation (CA7)

### Sections 5-6 Tab

The Sections 5-6 tab contains dependent, support payments, and questions concerning previous disability claims and annuity information. This tab can be accessed by both the employee and workers' compensation representative.

The screenshot shows the CA7 - Request for Compensation Form window with the 'Sections 5-6' tab selected. The window has a blue header bar with the title 'CA7 - Request for Compensation Form' and standard window controls. Below the header is a toolbar with buttons for 'Select Claim:', 'Claim #: [ ]', 'Person: [ ]', 'Date of Incident: [ ]', and 'Type: [ ]'. A navigation bar at the top includes links for 'Sections 1-2', 'Sections 3-4', 'Sections 5-6' (which is highlighted in blue), 'Sections 8-9', 'Sections 10-13', and 'Sections 14-15'. The main content area is divided into two sections:

- SECTION 5: List your dependents including spouse**
  - Fields include Name, SSN, Relationship, Date of Birth, and 'Living with you?' (Yes [1] or No [2]).
  - Action buttons: Add [ ], Edit [ ], Delete [ ].
  - Question: Are you making support payments for any of the dependents not living with you? (Yes [3] or No [4]).
- Support Payments are made to:**
  - Fields include \*\* Name, \*\* Address, \*\* City, \*\* State, \*\* Zip Code, and \*\* Court Ordered support payments? (Yes [5] or No [6]).
- SECTION 6**
  - Question: Have you ever applied for or received disability benefits from the Department of Veterans Affairs? (Yes [7] or No [8]).
  - Question: Was/Will there be a claim made against a 3rd party? (Yes [9] or No [0]).
  - Fields: \*\* Claim Number, \*\* Nature of Disability, \*\* Name of VA Office Where Claim was filed, \*\* Office Address, \*\* Office City, \*\* Office State, \*\* Office Zip, and \*\* Monthly Payment.
  - Question: Have you applied for or received payment under any Federal Retirement or Disability law? (Yes [y] or No [z]).
  - Fields: \*\* Claim Number, \*\* Date Annuity Began, \*\* Amount of Monthly Payment, and \*\* Retirement System.

At the bottom of the form are navigation buttons: Prev [ ], Next [ ], New [ ], Print [ ], Sign/Validate [ ], Save [ ], and Exit [ ].

## Request for Compensation (CA7)

### *Section 7*

Section 7 is the Election of Benefits Statement. This is a statement signed by the employee to certify that he/she has been truthful on the CA-7 form. There is not a Section 7 tab displayed in this option because there is no data for the user to input. This statement is printed when the user elects to print the CA-7 form.

I hereby make claim for compensation because of the injury sustained by me while in the performance of my duty for the United States. I certify that the information provided above is true and accurate to the best of my knowledge and belief. Official statement made by the employee that the information they wrote on this CA-7 form is the truth as it is against the law to make any false statements or hide information to get money from OWCP.

Employee's Electronic Signature \_\_\_\_\_  
Date: \_\_\_\_\_

The employee must print out the CA-7, sign it in blue ink, then give the original to the Workers' Compensation office at their facility on the same day they sign it. The employee should also keep a copy for their records.

## Request for Compensation (CA7)

### Sections 8-9 Tab

The Sections 8-9 tab contains the employee's pay rate information (both current and pay when work stopped) along with their work schedule. This tab is available only to workers' compensation personnel.

The screenshot shows the CA7 - Request for Compensation Form window with the Sections 8-9 tab selected. The window has a blue header bar with the title "CA7 - Request for Compensation Form". Below the header is a toolbar with buttons for "Select Claim:", "Claim #:", "Person:", "Date of Incident:", "Type:", and navigation buttons for "Prev", "Next", "New", "Print", "Sign/Validate", "Save", and "Exit".

The main area is divided into several sections:

- SECTION 8:** Contains fields for "Show Pay Rate as of" (checkbox), "Date of Injury" (text box), "Base Pay" (text box), "Per:" (dropdown), "Grade" (text box), and "Step" (text box).
- Additional Pay:** A section for entering additional pay details. It includes a grid for "Type" and "\$ Amount" with "Add", "Edit", and "Delete" buttons, and a "Per:" dropdown.
- Date Employee Stopped Work:** Similar to the SECTION 8 pay rate fields, it includes "Date", "Base Pay", "Per:", and "Grade" fields.
- Additional Pay (Stopped Work):** Another section for entering additional pay details for the stopped work period, with its own "Type", "\$ Amount", "Add", "Edit", "Delete", and "Per:" fields.
- SECTION 9:** Contains questions and scheduling options.
  - "Does employee work a fixed 40-hour per week schedule?" with radio buttons for "Yes (1)" and "No (2)".
  - "Show Scheduled Hours for the two week pay period in which work Stopped." with a grid for "Scheduled Days" (Sunday through Saturday) and checkboxes for "Sun", "Mon", "Tue", "Wed", "Thr", "Fri", and "Sat".
  - "Did employee work in position for 11 months prior to injury?" with radio buttons for "Yes (3)" and "No (4)".
  - "Would position have afforded employment for 11 months but for the injury?" with radio buttons for "Yes (5)" and "No (6)".
  - "Pay Stopped Week:" dropdown and "Pay Stopped Day:" dropdown.

## Request for Compensation (CA7)

### Sections 10-13 Tab

The Sections 10-13 tab contains health benefits, insurance, and retirement questions. This is also the tab where continuation of pay (COP), pay status, and whether or not the employee returned to work information is entered. This tab is available only to workers' compensation personnel.

**CA7 - Request for Compensation Form**

Select Claim: [dropdown menu]

Claim #:	Person:
Date of Incident:	Type:

Sections 1 - 2 | Sections 3 - 4 | Sections 5 - 6 | Sections 8-9 | Sections 10-13 | Sections 14-15 |

**SECTION 10** On date pay stopped, was employee enrolled in:

Health Benefits under the FEHBP?	Code: [input]	Optional Use Insurance?	Class: [input]
<input checked="" type="radio"/> Yes (1) <input type="radio"/> No (2)	<input checked="" type="radio"/> Yes (3) <input type="radio"/> No (4)		
Basic Life Insurance?	Retirement System?	Plan: [dropdown menu]	
<input checked="" type="radio"/> Yes (5) <input type="radio"/> No (6)	<input checked="" type="radio"/> Yes (7) <input type="radio"/> No (8)		

**SECTION 11** Continuation of Pay (COP) Received (Show inclusive dates)

From: [input]	To: [input]	Intermittent?
		<input checked="" type="radio"/> Yes (9) <input type="radio"/> No (0)

**SECTION 12** Show pay status and inclusive dates for period(s) claimed (at least one entry is required)

Sick leave From: [input]	To: [input]	Intermittent?
<input checked="" type="radio"/> Yes (t) <input type="radio"/> No (u)		
Annual Leave From: [input]	To: [input]	Intermittent?
<input checked="" type="radio"/> Yes (y) <input type="radio"/> No (z)		
Leave Without Pay From: [input]	To: [input]	Intermittent?
<input checked="" type="radio"/> Yes (f) <input type="radio"/> No (g)		
Work From: [input]	To: [input]	Intermittent?
<input checked="" type="radio"/> Yes (h) <input type="radio"/> No (i)		

If intermittent, Complete Form CA-7a, Time Analysis Sheet  
If leave buy back, also submit complete Form CA-7b.

**SECTION 13**

Did employee return to work?	Date: [input]	With the same number of hours and duties?
<input checked="" type="radio"/> Yes (j) <input type="radio"/> No (k)		<input checked="" type="radio"/> Yes (l) <input type="radio"/> No (m)
Explanation: [text input]		

Buttons at the bottom: Prev, Next, New, Print, Sign/Validate, Save, Exit

## Request for Compensation (CA7)

### Sections 14-15 Tab

The Sections 14-15 tab contains the workers' compensation remarks and their information including a place to enter a third party that could be contacted for further information on the claim. This tab is available only to workers' compensation personnel.

The screenshot shows the CA7 - Request for Compensation Form application window. The title bar reads "CA7 - Request for Compensation Form". The main area is titled "Select Claim:" with dropdown menus for "Claim #: [redacted]" and "Person: [redacted]". Below these are fields for "Date of Incident:" and "Type:". A horizontal menu bar at the top includes "Sections 1 - 2", "Sections 3 - 4", "Sections 5 - 6", "Sections 8-9", "Sections 10-13", and "Sections 14-15" (which is highlighted). A section titled "Section 14: Remarks:" contains a large text input field. Below this is a section titled "Section 15" containing a note about agency certification and a statement from the employee. It includes fields for "\*\* Title:", "\*\* Date:", "\*\* Name of Agency:", "\*\* Date Claim Form Received from Employee:", and "If OWCP needs specific pay information, the person who should be contacted is:". This section has fields for "\*\* Name:", "\*\* Title:", "\*\* Telephone No. [redacted]-[redacted]", "\*\* Fax No. [redacted]-[redacted]", and "\*\* Email Address: [redacted]". At the bottom are navigation buttons: "Prev" (disabled), "Next", "New", "Print", "Sign/Validate", "Save" (highlighted in green), and "Exit".

## Summary Incident Reports

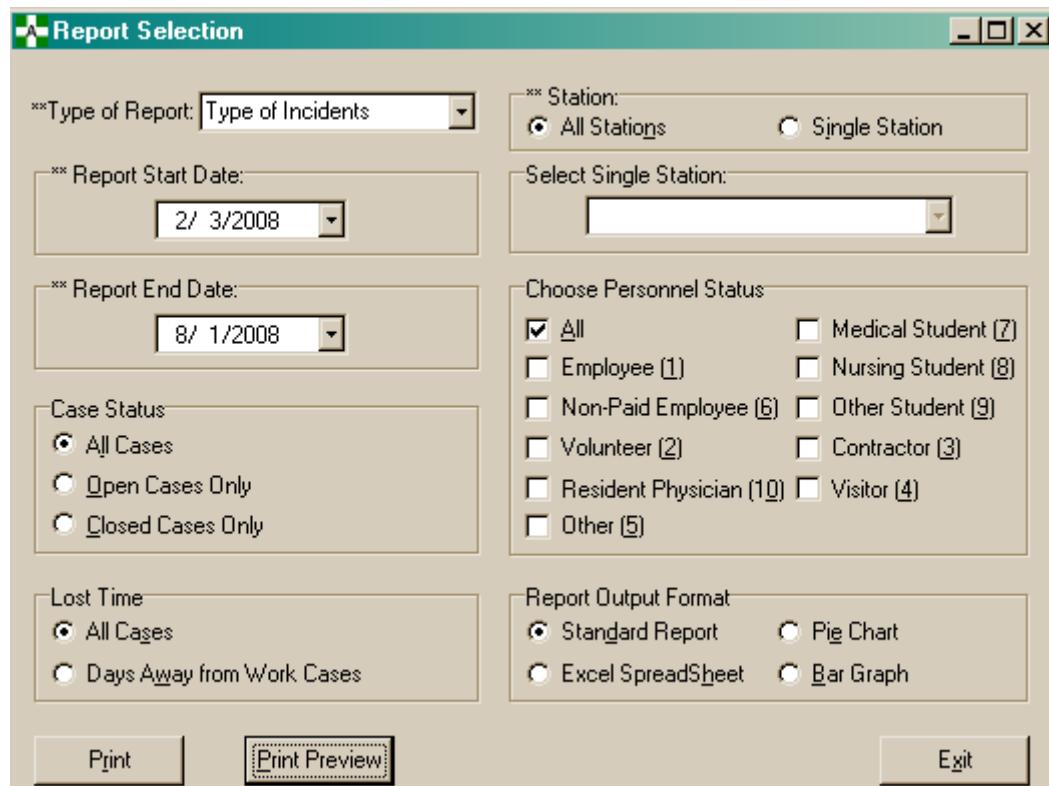
This option can be found on the Occupational Health, Safety, and Workers' Comp Menus under Reports.

Each report summarizes the number of incidents grouped by various fields. The input criteria is the same for each report type. The report types are as follows.

Type of Incidents	Summarizes the number of incidents grouped on the critical tracking issues
Occupational Code	Summarizes the number of incidents grouped by the occupational code of the individual
Characterization of Injury	Summarizes the number of incidents grouped by the Characterization of Injury field
Service	Summarizes the number of incidents grouped by the service of the individual
Body Part	Summarizes the number of incidents grouped by major body part
Day of Week	Summarizes the number of incidents grouped by each day of the week the incident occurred
Time of Day	Groups each incident by hour and summarizes the number of incidents within those time periods

The different output formats include Standard Report, Excel Spreadsheet, Pie Chart, and Bar Graph. The pie chart and bar graph formats print in the landscape orientation.

## Summary Incident Reports



### Example of Standard Report Output Format

Type of Incidents Report  
 From: 2/3/2008 To: 8/1/2008  
 For Open & Closed Cases, All Station(s), All Cases (Lost Time / No Lost Time Incidents)  
 Includes Per Status: All Status

Type of Incidents	Number of Incidents	% of Total
Assault	4	44.44
Environmental/Toxic Exposure	1	11.11
Hollow Bore Needlestick	1	11.11
Not Elsewhere Classified	1	11.11
Slip/Trip/Fall	2	22.22
Total	9	99.99



## About ASISTS

This screen acknowledges the West Palm Beach programming staff for their contribution to the ASISTS software. It also provides version and CRC (Delphi-generated identification) code information.



### Technical Support

The VA Service Desk (formerly Help Desk) can be reached at 1-888-596-4357.

### Release Notes

To access the Release Notes for current and past ASISTS GUI V. 2.0 patches, please go to the ASISTS Training page on the VistaU website at: <http://vaww.vistau.med.va.gov/VistaU/asists/>

