Filing Claims using Electronic Data Interchange

DoD Civilian Personnel Management Service
Injury and Unemployment Compensation Division
• It has been DoD policy since July 2003 to utilize EDI when submitting claims
• DOL will be monitoring agency timeliness for claim submission as a result of SHARE
• Defense Safety Oversight Council (DSOC) will be monitoring DoD agency timeliness and use of EDI for claim submission
Electronic Data Interchange (EDI)

- Claims filed utilizing EDI are electronically transmitted to OWCP from the agency.
- Any delay due to internal routing of paper claims and mailing forms to OWCP are eliminated.
Greater use of EDI

Greater number of timely filed claims

Better outcomes for injured workers & meeting DoD and SHARE goals
DOL has made a determination as to which claim data can be shared with an organization’s safety office in order to assist in fulfilling OSHA reporting requirements.

EDI/SAFER provides the data to safety in the form of an OSHA 301 notice. This 301 notice provides safety with the data they need to start their reporting and investigations.
• EDI/SAFER is not a replacement for any existing safety applications or requirements

• Unsanitized copies of CA-1s or CA-2s are no longer to be given to the safety office
To be given access to EDI you must:

- Serve as the Injury Compensation Program Administrator (ICPA) for your agency
- Submit an access request for DIUCS / EDI through your Liaison
- Have a DIUCS User ID and password established
• Employee reports the injury to his/her supervisor
• Process is started by accessing the EDI website
• Supervisor and employee complete the electronic form, which is transmitted to the ICPA. Supervisors do not need any special access to file the claim electronically, only a computer with internet access
• ICPA receives an email notification of the supervisor’s claim submission
• ICPA will receive, via email, a copy of the OSHA 301 to forward to the appropriate Safety Office if that Safety Office does not have an established alias
EDI INFORMATION FLOW

- ICPA accesses the EDI application using their User ID and password
- ICPA “authenticates” the form (i.e. verifies employment status, enters appropriate codes, corrects any errors); form is then transmitted to DOL
• If there are no problems with the claim, the ICPA will receive an email with the case number within 2-3 business days.

• If there are problems with the claim, then the ICPA will receive an email notification of the claim rejection and the reason for the rejection.
The EDI application for Supervisors can be accessed through the ICUC Web page.

The URL for the Web page is http://www.cpms.osd.mil/ICUC/ICUC_index.aspx

Select the link to the left titled “Filing Claims Electronically”
The EDI forms are patterned directly on the hard copy forms CA-1 and CA-2. Therefore, the basic instructions for completing the forms are the same as with paper.
This DoD computer system including all related network devices (specifically including internet access) is for authorized U.S. Government use. DoD computer systems may be monitored, including to ensure authorized use, for system maintenance, against unauthorized access, and to verify security and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used administrative, criminal or other adverse action.

After selecting the link on the ICUC Web page, this screen will open. The user will need to read and select OK in order to continue.
When the initial claim entry screen appears, the employee’s SSN and DOB will be entered and type of claim form will be selected.
Once the employee’s information is added, select the Enter claim button to begin entering data.
The form will now open with the employee’s information populated into the appropriate fields using data from the personnel system.
White fields are required to be filled in.

Yellow fields are optional and do not have to be filled in.

Gray fields are informational and cannot have data entered into them.
Some fields require the data entered to be in a particular format. For example, phone numbers should be entered without using any () or -.
If data is entered into a field using the wrong format, the application will not let the user move forward until the data is correctly entered. A message will be provided at the bottom of the screen to inform the user as to what needs to be done to fix the format problem.
A message will also be displayed at the bottom of the screen when a dropdown box is available for a field. Fields with Zip Codes have this function. To activate the box, place the cursor in the field and hold down the CTRL and L keys at the same time.
A box will appear that allows the available entries in that field to be searched.
Entering a state before the % (I.e. FL%) will display all the Zip Codes for that state.

Entering a State before the % and city after (I.e. FL%Miami) will display all the Zip Codes for that city.
The employee's information will be entered into the system. Pay particular attention to fields that require a date and time such as Block 10. If no time is entered in the block, the time will default to 12:00 am.
The employee then elects whether to use Continuation of Pay and enters the date that the claim is being entered into the EDI application.
Enter a witness statement in this space. The witness will sign the statement when the claim form is printed.

If there is no statement, leave this space blank.

If the statement will not fit into the space annotate “witness statement forwarded under separate cover” in this space and fill out the witness information. Send the separate signed witness statement to the ICPA.
Enter the required information in the appropriate fields. Paying attention to the format for data entry. (No military time)
If the supervisor does not believe the employee was injured in performance of duty, “no” should be checked and the facts that support that position should be provided. Otherwise leave the box checked “yes.”

If the information will not fit into this box, annotate “additional information forwarded under separate cover” and send the information to the ICPA to forward to OWCP.

If the supervisor believes that willful misconduct was involved, “yes” should be checked and the facts that support this position provided. Otherwise leave the box checked “no.”

If the information will not fit into this box annotate “additional information forwarded under separate cover” and send the information to the ICPA to forward to OWCP.
Example of a third party claims would be an automobile accident in which the other driver was found to be at fault.

If the individual was treated at an agency facility the information in Block 32 must be provided (unique to EDI/SAFER)
If, in the investigation of the claim, nothing contradicting the employee or witness is uncovered, it would be appropriate to answer “yes”. The supervisor does not have to witness the alleged incident to answer “yes”.

If an investigation has been started, but the results are not available at the time of claim filing, then annotate “investigation in progress, results forwarded under separate cover”. The ICPA should be provided with a copy of the results to forward to OWCP.
If the agency wishes to challenge the claim, then “no” must be selected for this item and the reasons for the challenge entered into this space. If the information will not fit, then annotate “additional information will be forwarded under separate cover” and forward the information to the ICPA.
### 35. Does your knowledge of the fact about this injury agree with statements of the employee and/or witness?
- Yes
- No (If "No", explain)

### 36. If the employing agency controverts continuation of pay, state the reason in detail:

Enter the reason for the controversion of COP in this space.

### 37. Pay rate when employee stopped work
- Amount: 
- Per: <not entered>
Check all that apply for the sections on this tab. This information will be used to generate the OSHA 301 notice used for safety notification (Unique to EDI/SAFER) and will not be sent to OWCP.
Using CTRL+L when the cursor is placed in the Privacy Case Status field will display the listing of values for that field.
If an on-site investigation was performed then a root cause will have to be entered.

The supervisor's email address should be entered in this field.
Verify the email address

jsupv@govt.mil

OK
Select the appropriate filing instructions.
Once the View Claim button is selected, a dialog box will open providing two options.

What would you like to do?

View Claim for Printing and Submit to ICPA

View Draft Copy of Claim to Verify Data
The **View Claim for Printing and Submit to ICPA** option allows the claim to be viewed and printed as a .pdf file and then sent to the ICPA without any further action by the user.

The **View Draft Copy of Claim to Verify Data** option allows the claim to be viewed and printed as a .pdf file but the user must then select the **Submit Claim** button to send the claim to the ICPA.
Review the claim. If the information is correct, select the print icon and print the claim. The employee, supervisor, and witness should then sign their portion. The signed copy is forwarded to the ICPA for record retention.
If the View Draft Copy of Claim to Verify Data option was selected, the Submit Claim button must be selected on order to transmit the claim to the ICPA.
SUMMARY OF SUPERVISOR ACTIONS

- Supervisor accesses the EDI application through the “Filing Claims Electronically” link on the ICUC Web page.
- Supervisor enters the SSN and Date of Birth of the employee and selects whether a CA-1 or CA-2 will be filed.
- Employee information is entered onto the form.
- Witness information is entered (if applicable).
- Supervisor enters required information in Supv portion of the form.
- The form is printed. The employee, witness and supervisor sign their respective sections.
- “Submit Claim” button is selected and claim is sent electronically to the ICPA.
- Signed claim form is sent to the ICPA to be retained in the file.