

ICC Insider

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New Information Forthcoming from the ICC:

- Worksite Posters
- Employee and Supervisor Information Pamphlets
- Workers' Compensation Handbook for Supervisors
- Supervisory Training Module Posted on ICC website

"I find that a great part of the information I have, was acquired by looking up something and finding something else on the way."

—Franklin P. Adams
(1881-1960)

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FY 2003 Agency Chargeback Report Indicates Compensation Costs Remain High

The Chargeback Report is in and the results are sobering. For the Fiscal Year (FY) 2003 ending on June 30, 2003, the Defense Logistics Agency (DLA) incurred a financial obligation of approximately \$27.1 million as a result of 3,010 occupational injuries and illnesses sustained by our employees. In FY2002, the Agency's expenses were nearly \$27 million for 3,110 injury/illnesses.

Simply speaking, it is costing the Agency the proverbial 'arm and leg' to pay for the arm, leg, back, knee, hand, foot, etc... injuries sustained by our employees.

The ICC has been working toward reducing the Agency's costs through comprehensive claims processing and case management efforts. ICC staff members are actively reviewing new injury claims, to verify Continuation of Pay (COP) entitlement, and to ensure that treating physicians are notified of light duty availability. All efforts are focused on facilitating the injured employee's prompt return to work.



Additionally, ICC staff members are auditing all long term compensation cases to determine potential return-to-work or rehabilitation candidates, and to verify that current medical documentation is present to support the claimant's entitlement to continuing benefits.

To promote an increased awareness of the financial impact that injured workers are having within the Agency, the ICC will be disseminating specific Chargeback Report cost information to each organizational head within the Agency. More to come...

ICC ESTABLISHES NEW TOLL-FREE CUSTOMER SERVICE NUMBER

The DLA Injury Compensation Center (ICC) is pleased to announce the establishment of a new toll-free customer service phone number. Individuals seeking advice and/or assistance regarding all workers' compensation matters should contact the ICC at 1-866-737-9724.



Callers will have the option of connecting to a specific ICC Staff Member, or remaining on the line to speak with the next available staff personnel. Alternatively, callers may also leave voice mail messages for specific ICC Staff Members not immediately available.

Oh My Aching Back! - Words to the Wise About Chiropractors and Treatment for Work-Related Injuries

You've hurt your back at work and are contemplating going to the doctor. But which kind of doctor should you see? Family Practice? Orthopedic? Chiropractor?

The Federal Employees Compensation Act (FECA) affords injured employees the opportunity to select an initial physician for treatment of a work-related injury.

Under FECA, the term "physician" generally includes the full range of medical professionals as well as chiropractors. However, the services of chiropractors are reimbursable only in limited circumstances.

Chiropractors may be reimbursed for treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray evaluation to exist.

"Subluxation" is an incomplete dislocation, misalignment, or abnormal spacing of the vertebrae.

In certain circumstances, a chiropractor may also provide services in the nature of physical therapy under the direction of a physician.

A chiropractor's medical report must specifically contain a diagnosis of "spinal subluxation." The X-

ray films and report should also be available in the event that they are needed for review by the U.S. Department of Labor.



Employees who choose to see a chiropractor and who are provided services other than those covered by FECA, should understand that the charges may ultimately become their responsibility.

Words to the Wise— don't let the pain in your back migrate to your wallet...make your initial physician choice an informed one!

The Future is Now—ICC Submits New Injury Claims Electronically to U.S. Department of Labor

The DLA Injury Compensation Center (ICC) currently submits all new Agency injury/illness claims to the U. S. Department of Labor (DOL) via the Electronic Data Interchange (EDI).

EDI is a system that allows Department of Defense employees and supervisors to initiate claims on the Internet. These electronic forms

can be immediately forwarded to the ICC for authentication and submission to DOL.

The advantages of using EDI include faster claim number assignment by DOL, which in turn allows for prompt medical authorizations and bill payment. Additionally, EDI is helping DLA to meet the DOL timeliness requirements for

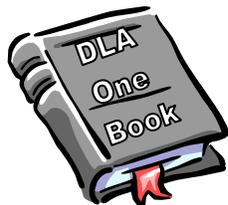
new claims filing.

Currently, the EDI system is being used by only a few select organizations within the Agency. Initial feedback has been positive and long-term plans include deployment of the system Agency-wide.

More information on this initiative will be provided as it becomes available.

Agency Injury Compensation Program Guidance Found in DLA One Book

Looking for Agency regulatory guidance on work-related injuries and illnesses? Check out the DLA One Book. The DLA One Book serves as the single authorized repository for Agency policies, processes, and



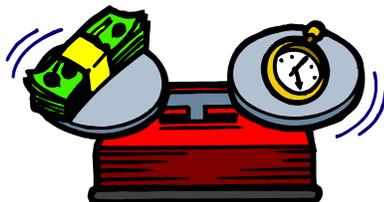
procedures and is located at: <https://today.dla.mil/onebook/>. The Injury Compensation Program chapter, written by the DLA Injury Compensation Center (ICC) staff, was published in May 2003 and is one of many Agency processes posted within this compendium. To find the chapter, first click on the

Human Capital Management link under One Book Business Processes. Then click on the Injury Compensation Program link under the Human Resources Policy & Information section. Bookmark this chapter for easy reference. Questions? The ICC has answers...Call us!

Leave Buyback—Things Inquiring Minds Should Know...

Injured employees who elect to use sick or annual leave during a period of disability may, with Agency approval, claim compensation and “buy back” the leave used.

Many employees are surprised (and upset!) to learn that there is a cost involved in having leave restored. The explanation for this is simple: while on leave, an injured employee receives 100% of his/her salary (minus taxes and other deductions); whereas, compensation is paid at



Time Costs Money in Leave Buyback

either 66 2/3 % or 75% (tax free) of the employee’s pay rate.

An injured employee is responsible for repaying the difference between the compensation entitlement and the total amount of leave paid by the Agency. This can be done through payroll deduction or by lump sum.

Employees considering leave buyback should note that any leave they earned during the buyback period will be nullified because the time and attendance record must be changed to

reflect leave without pay (LWOP). Leave is not earned while in a LWOP status.

Employees considering buying back annual leave should also be aware that re-credited leave is subject to forfeiture if it exceeds the maximum permissible carryover balance.

Leave buyback requires a team effort between the Agency, the Department of Labor, and DFAS. It is NOT just a simple matter of changing time and attendance records.

Information regarding specific leave buyback procedures can be obtained by contacting an ICC Staff Member.

Back to the Basics: (Almost) Everything You Always Wanted to Know About Filing a Work Related Traumatic Injury Claim, But Were Afraid to Ask

All work-related injuries should be reported no matter how minor they may seem. This has always been standard advice within the Agency.

Some employees however, are inhibited by the claims process, either because they are not sure of reporting requirements or perhaps they are put off by the prospect of significant paperwork. And besides, ‘it’s only a paper cut, right?’

Really, there are only a few things an employee needs to remember when it comes to reporting traumatic injuries:

- Report every injury to your supervisor and obtain first aid or medical treatment as needed

- Complete CA-1 form as soon as possible and provide it to your supervisor to preserve benefits entitlement.

- Establish the essential elements of your claim (see CA-1 form instructions)

- Provide medical documentation to support ALL work absences due to the injury

- Return to work as soon as your doctor allows you to do so

- Contact the ICC for advice and assistance as necessary

The ICC Staff Have Been Asked...



Q: Is an employee in performance of duty while on break or at lunch?

A: An employee is considered to be in performance of duty during break or at lunch on the employer’s premises. Unless the employee is in travel status or is performing regu-

lar duties off the premises, an injury which occurs during lunch hour off the premises is not usually covered.

Q: Is an employee considered to be in performance of duty 24 hours a day while in travel status?



A: An employee in travel status is covered 24 hours a day for all activities incidental to the work assignment. Such activities include obtaining meals, using the hotel room, and traveling between the hotel and the work site. They usually do not include recreational or sightseeing trips.

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Looking for forms and
other general
information?
Check out our website:
www.hr.dla.mil



The DLA Injury Compensation Center (ICC) was established to provide comprehensive claims processing assistance to the entire Agency and its serviced customers. Concurrent with its operational responsibilities, the ICC is also focusing on cost reduction by performing extensive chargeback review and case management. All Agency workers' compensation case files are maintained by the ICC, located at DLA Headquarters in Fort Belvoir, VA.

The ICC officially opened for business on November 4, 2002 and is currently staffed by a team of six (6) Specialists and three (3) Assistants under the direction of the DLA Injury Compensation Program Manager.

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"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information on it" — Samuel Johnson

Information for Timekeepers and Certifiers: How to Code Employee Absences Due to Work-Related Injuries and Illnesses

Traumatic injuries are reported on the form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Injured employees may elect to use their own sick or annual leave, or continuation of pay (COP) for any work absences. If the employee elects COP, code "LU" should be used to record the employee's absence on the date of injury. Only the actual number of hours missed from work should be recorded under this code. If there was no time lost on the date of injury, code "LU" should still be input as a "0" to act as a placeholder for the payroll system.

For time-loss on subsequent days, code "LT" should be used. Only the actual number of hours missed from work should be recorded un-

der this code. Remember that COP is a limited entitlement, and that all absences charged to "LU" or "LT" must be supported by medical documentation.

For time-loss from work beyond the COP entitlement period, the employee's absence should be recorded as sick or annual leave, or leave without pay (LWOP) in accordance with the employee's request. Should the employee elect LWOP, code "KD" should be used. All absences must be supported by medical documentation.

Occupational illnesses and diseases are reported on the form CA-2, Notice of Occupational Disease and Claim for Compensation. In-

jured employees may elect to use their own sick or annual leave, or claim LWOP for any work absences. If the employee elects LWOP, code "KD" should be used. At no time should the COP codes of "LU" and "LT" ever be used for absences from work related to occupational ill-

All employee absences MUST be supported by medical documentation

nesses or diseases. All absences must be supported by medical documentation.

ICC Staff Members are available to provide advice and assistance on specific time and

attendance issues pertaining to individual work-related injury or illness cases.