

## **Responsibilities for Supervisors**

If your employee has sustained a work related injury while in the performance of his/her duties, the employee may be entitled to injury compensation benefits provided under the Federal Employee's Compensation Act (FECA). Supervisors have specific responsibilities in ensuring that employees receive applicable entitlements.

- Once a supervisor is notified of an injury, with the assistance of the Field Coordinator, initiate the CA-1, Notice of Traumatic Injury or CA-2, Occupational Disease Claim. The Field Coordinator will print a paper copy of the information documented in the AVUE Injury Compensation Module, for original signatures and submittal to the Workers' Compensation Program Unit.
- Once information is entered into the AVUE Injury Compensation Module, supervisors should review and complete the appropriate fields in AVUE, as well as on the original document signed by the employee.
- Assist in the transport for medical treatment if necessary.
- Provide controversion information, when appropriate to Workers' Compensation Program Unit for all claims that are not believed to be causally related or within the factors of employment.
- When employee returns to work with medical limitations, review and determine if a modified work assignment can be made while considering the limitations imposed by the treating physician, and forward to Workers' Compensation Program Unit.

If you have any questions, you should contact the Workers' Compensation Program Unit at 202.226.2547.