



What do I do when I injure myself at work or realize I have a work-related injury?

1. Notify your supervisor IMMEDIATELY
2. Receive emergency medical attention if necessary
3. Fill out a CA1 for an acute injury or fill out a CA2 for an occupational injury. If the injury is a recurrence of a CA2 already filed, please fill out a CA2A
 - a. Acute injury is an event that caused an immediate injury
 - b. Occupational Injury is an injury that has happen over a course of time due to work conditions.
4. Make sure supervisor signs your form and you receive the form receipt.

What is my next step, how can I make sure my claim is submitted to DOL correctly?

Call South Florida Spine and Joint Center @ 866-301-OWCP (6927)

We will do the following

1. Set up your appointment with our DOL certified physician. This is the most important step in getting your case approved. From the examination, a narrative report is created and included with your other documentation in our claim submission.
2. We begin your treatment immediately while your claim is being processed so there is no delay in receiving care.

I don't really understand all this paperwork, who can help me?

1. Sit down with our in-office Case Specialist, so she can review your paperwork with you and answer any questions or concerns you may have. We can be your resources to make sure all your paperwork is filled out correctly.
 - a. Your CA1/CA2 and required medical records will be submitted to DOL by our DOL certified medical billers.

I'm receiving all these letters from the Department of Labor what do I do with all of these?

1. Bring us all the letters and information you receive in the mail, so you can thoroughly understand the circumstances surrounding your work injury claim.

I need to see a specialist, how can I do that?

1. We will be able to refer you out for diagnostic imaging if needed. And once your case has been approved we can refer you out to a specialist as well as.
 - a. We have an extensive network of DOL providers in the local area.
 - b. By law you are allowed to see any doctor you want.**
 - c. If you are injured at work and use your personal health insurance we can help you get you reimbursed once your workers comp claim is approved.**
 - d. Ex: Copays
 - e. Personal Days
 - f. Out-of-pocket expenses for medication or DME
 - g. Travel Expenses