

INCIDENT PROCESS FOR TRAUMATIC INJURIES

All work related injuries, including serious burns, follow the same basic process. Below are current instructions for the process to be used on wildland fires and other emergency incidents. Check the ASC-HCM-WC website (<http://fsweb.hcm.fs.fed.us/owcp/all.php>) for updates.

1. Provide emergency medical care, if necessary, by taking the injured employee to the emergency room (ER). Complete paperwork later, but as soon as reasonably possible.
2. The Incident Compensation for Injury Specialist issues Form CA-16 for traumatic injuries when appropriate. Call ASC-HCM-WC if you have questions. Emergency Rooms will provide treatment even if form completion is delayed.
3. Complete the CA-1 ASAP. Fax and mail the original to ASC-HCM-WC (USDA Forest Service, ASC – Human Capital Management, Mailstop #118 – Workers’ Comp., 3900 Masthead Street, NE, Albuquerque, NM 87109) within 48 hours of the injury for all Forest Service cases. The more serious the injury, the more important that this occur quickly in order to obtain continuing medical authorization for surgery, burn center, etc.
4. If there is any serious injury or burns, the Incident Compensation for Injury Specialist should call ASC immediately to discuss the next action to be taken so the transition from the Incident to ASC-HCM-WC will be smooth without interruption for the employee.
5. If the injury is serious and/or requires continuing medical care, but the patient is released by the hospital, generally return the injured employee to the home unit ASAP for treatment by their family physician. Do not keep them in camp.
6. Only use APMC for first aid treatment or not at all. First Aid does not include medical treatment for a cut requiring stitches, a X-rays, an MRI, burn treatment, etc.
7. For traumatic injuries, if you are unsure whether to issue a CA-16 (OWCP) or FS-6100-16 (APMC), always issue the CA-16. It provides the best coverage for the employee.
8. Do not use APMC or OWCP to pay for non-work related medical care at the incident. That is an employee’s responsibility and they can arrange payment with the medical provider. Call the ASC-HCM-WC if in doubt about work relatedness.
9. Call ASC-HCM-WC for advice. Incident personnel may call the ASC-HCM Call Center at 877-372-7248 press 2, during the hours of 7 am to 6 pm Mountain Standard Time. For emergencies at other times call 505-280-7691. The fax number is 866-339-8583.