



U.S. DEPARTMENT OF LABOR

Office of Workers' Compensation Programs (OWCP)

# **DEEOIC District Office: Roles and Functions**

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## Lesson Objectives

- Present claim functionality within the District Office.
- Discuss mail and filing procedures.
- Describe fiscal operations and medical referrals.
- Gain an understanding of inquiries, claim related customer service, and technical assistance.

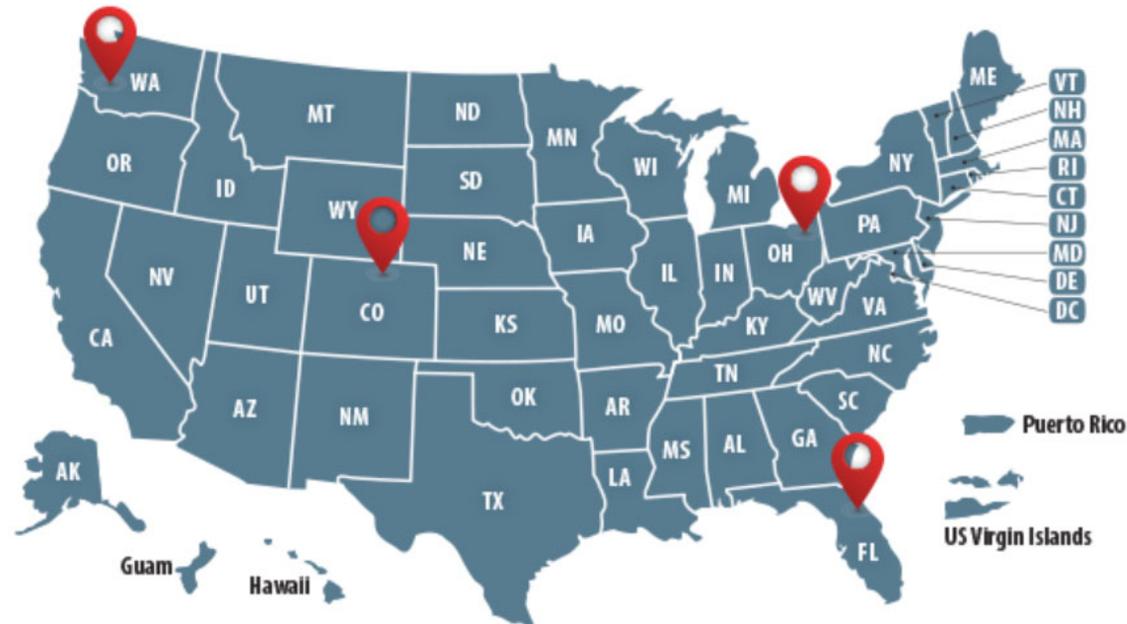




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## DEEOIC District Office Locations

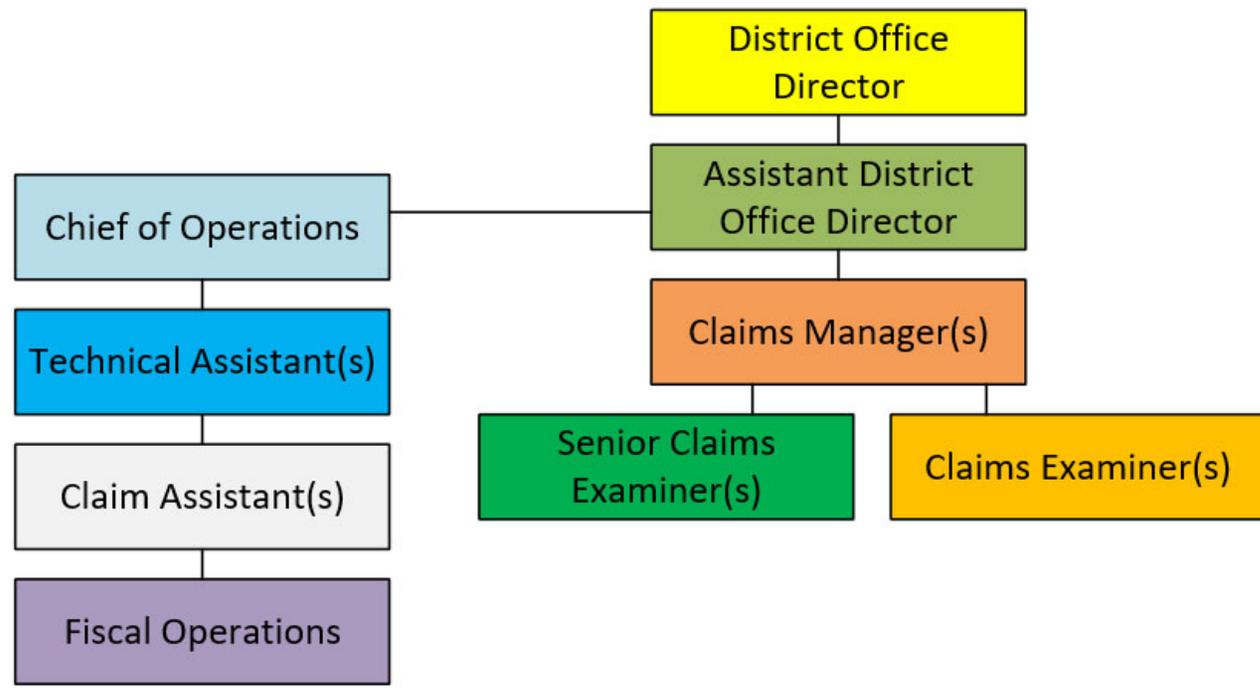


Seattle, WA  
Denver, CO

Cleveland, OH  
Jacksonville, FL



# DEEOIC District Office Positions





## Submission of Claims

- Claims can be sent directly from claimants via U.S. Mail or by working with a DEEOIC Resource Center.
- Resource Centers provide the following services:
  - Explanation of benefits and how to file.
  - Submit documents directly to DEEOIC.
  - Provide ongoing claimant support.





## Case Create

- Claim forms are date stamped, imaged and uploaded.
- Routed to the District Office Centralized Case Create.
- Case Create Clerks enter data into ECS to create the case.
- Once the case is created, it is routed to a CE for review and development.





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## Mail and File

- Staff in the District Office sort mail, retire case records, and image files
- Process outgoing mail and correspondence to claimants.





## Claim Distribution

- Historically
  - Claims were distributed based on geographic location of employment.
- Currently
  - Distributed across all DEEOIC District Offices.
  - Assigned to a Claims Examiner for adjudication.





## Claims Function

- Review of Forms:
  - Form EE-1: Employee's Claim for Benefits
  - Form EE-2: Survivor's Claim for Benefits
    - Signed by either the claimant or person with legal authority (attorney-in-fact or a court-appointed conservator / guardian) to act on the claimant's behalf.



## Claim Adjudication: Part B, Part E, or both

Claims Examiners review the claimed conditions:

- Conditions covered under Part B are CBD, beryllium sensitivity, chronic silicosis and radiogenic cancers.
- Claims for any other illness not covered under Part B are created and adjudicated solely under Part E, which covers any illness found related to occupational toxic substance exposure.





# Employment Consideration

Claims Examiners also review the claimed employment:

- Part B covers employees of the DOE, its contractors and subcontractors, beryllium vendors, AWEs and eligible survivors.
- Part E offers benefits to DOE contractors, subcontractors and their eligible survivors.



## Claims Examiner Review: Evidence

- Medical Condition:
  - Is there sufficient medical information to support the claimed condition?
- Employment History:
  - Are the claimed periods covered, and is there evidence to support employment at a covered facility?
- Survivorship:
  - Is the correct documentation submitted to support a claim (birth certificate, death certification, marriage certificate)?





## Development Resources

- Claimant - Best resource to assist in claim development
  - Follow-up by the claims examiner may be required to assist in the processing of the claim.
  - 30 days to respond to request for additional information.
- DEEOIC utilizes many Resources:
  - U.S. Department of Energy (DOE), U.S. Department of Justice (DOJ) Corporate Verifier, National Institute for Occupational Safety and Health (NIOSH), Site Exposure Matrices (SEM), Medical Health Science Experts, CMC contractor, and others.



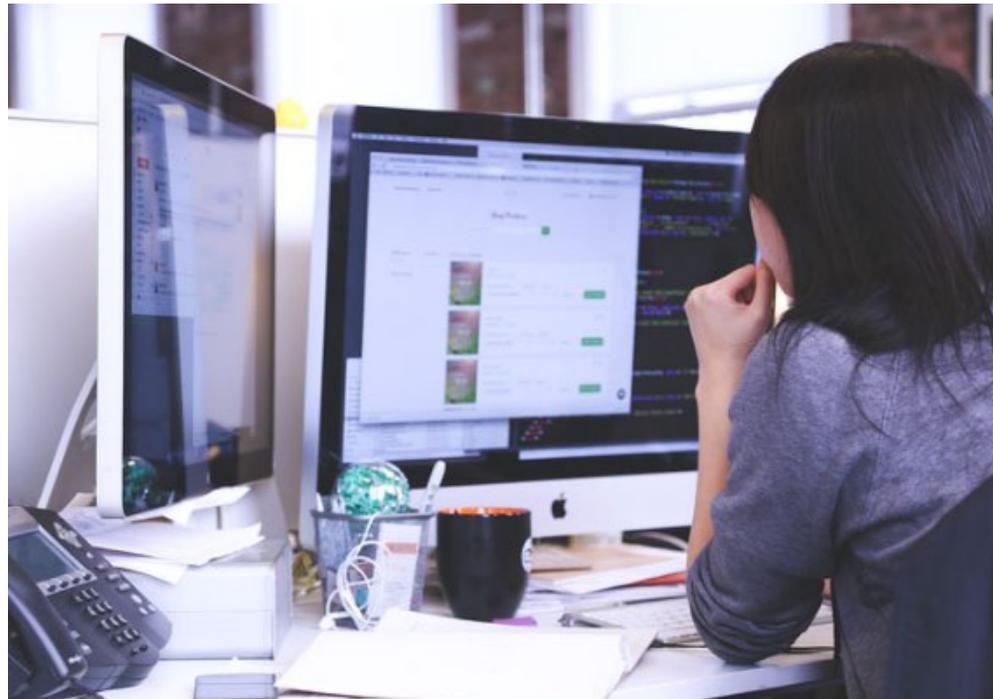
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## Medical Referrals

Referrals to Contracted Medical Consultant contractor for case file reviews related to items such as:

- Causation determination
- Impairment ratings
- Wage-Loss
- Diagnosis Clarification
- Second Opinions
- Referee File Review





## Recommended Decision

The District Office issues Recommended Decisions (RD) for claims filed under the statute EEOICPA.

- An RD is a recommendation made by the Claims Examiner regarding the eligibility of a claimant to receive compensation and medical benefits available under the EEOICPA.
- A Recommended Decision includes:
  - Introduction and Statement of the Case
  - Explanation of Findings and Conclusions of Law
  - Waiver of Rights



## Waiver Rights

With the Notice of Recommended Decision, the DEEOIC provides a waiver for claimant to complete if they agree with the decision entirely or in part.

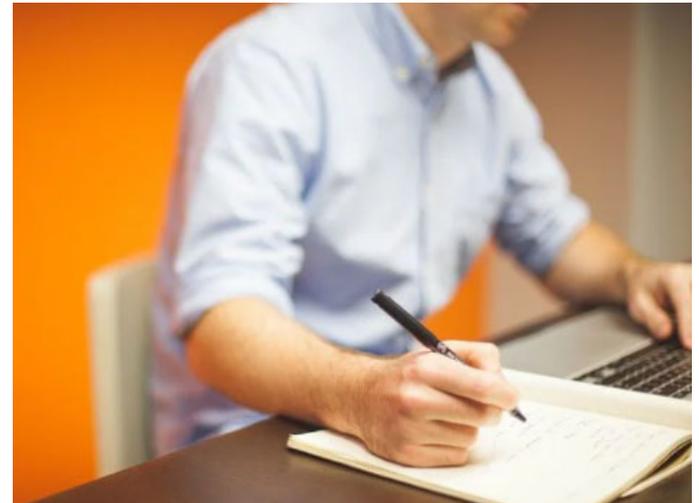
- Claimants can object to the Recommendation of the District Office.
  - Review of the Written Record
  - Hearing Request
- After issuance of the Recommended Decision, the case is transferred to the Final Adjudication Branch.





## Fiscal Operations

- Fiscal Officers are assigned to each District Office.
- Coordinator of medical bill issues between the District Office and National Office.
- Processes Contractor Medical Consultant (CMC) impairment related invoices for payment.
- Recover funds
- Processes Acceptance of Payment Form: EN-20.





## Technical Assistance

- Provides technical guidance and assistance to DO personnel and claimants.
- Maintains liaisons with organization outside the District Office.
- Processes Reopening Requests and Delegated Director's Orders.
- Participates in outreach community events.



## District Office: Additional Functions

- Authorized Representative Designation.
- Power of attorney requests.
- Privacy Act requests.
- Change of address documents.
- Claim Withdrawal assistance.





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# Questions



Questions can also be submitted to [DEEOIC-Outreach@dol.gov](mailto:DEEOIC-Outreach@dol.gov)

Thank you very much for attending the DEEOIC Webinar