

Draft Statement of Work

The ABTSWH needs assistance in two functions:

I. Organizing, reviewing, and abstracting data from claims and analyzing those data

The Board reviews EEOICP claims to identify selected issues in claims adjudication relevant to the Board's assigned tasks. Reviewing claims is time-consuming and is most fruitful when the review is performed in a systematic and organized way. Voluminous unindexed claim files require considerable work to identify key documents and may be reviewed incorrectly if relevant documents are not found. An all-volunteer Board with full-time employment outside of Board work is hard-pressed to complete such work, especially for a sufficient number of claims to develop a reliable understanding of the claims process and possible areas of improvement.

Tasks required:

- a. Organize and develop database for abstracted claims data
- b. Organize and index claims for review
- c. Review and abstract selected data from claims
- d. Enter and organize data
- e. Analyze and describe data

Skills/Expertise required:

- a. Administrative assistance: organize claims, enter and clean data
- b. Data management
- c. Occupational medical and epidemiological expertise (combined): review claims and identify needed data
- d. Industrial hygiene expertise: review claims and identify needed data
- e. Limited data analysis and description

II. Conduct and describe scientific and technical reviews on selected topics

Tasks required:

- a. Search and identify relevant scientific and technical literature in response to Board requests
- b. Review, summarize, and critically evaluate relevant literature with provisional conclusions to Board queries

Skills/Expertise required:

- a. "Research" assistant: Search and retrieve relevant literature

- b. Occupational medicine/epidemiology
- c. Exposure assessment/ industrial hygienists who are familiar with epidemiology and causation
- d. Familiarity with DOE complex