

Responsibilities for Field Coordinators

In the AOC, each jurisdiction has designated staff members to act as Field Coordinators (FC) to assist their employees when filing injury or disease claims. The FC is responsible for:

- Assisting injured employees with completion of injury forms.
- Entering injury case data into the Workers' Compensation module in AVUE. (This is the only system used in the Architect of the Capitol to record traumatic and occupational disease claims in the Agency.)
- Authorizing medical treatment when employees file traumatic injury claims. The FC authorizes medical treatment by use of Form CA-16, along with issuing FECA forms CA-17, and CA-20. Employees who file occupational disease claims are not issued CA-16s. Form CA-16 should not be issued after 7 calendar days from the date of the injury.
- Receiving all medical documentation that supports the injury or disease claim. The FC ensures all medical evidence is forwarded to the Workers' Compensation Program Unit (WCPU) in a timely manner.
- Referring injured employees to the Attending Physician Office prior to returning to work after a period of disability.
- Maintaining contact with the injured employee (with supervisor's assistance) while the employee is disabled.
- Answering routing employee questions about the program and the status of injury claims.
- Coordinating all controversions and disputes with the supervisor, Safety Specialist and the WCPU.
- Reviewing injury forms for accuracy and bringing all questionable claims immediately to the attention of the WCPU.
- Monitoring medical evidence to ensure eligibility of Continuation of Pay (COP). Ensuring the employee's time and attendance records are properly recorded for any time lost due to the injury and coordination with the supervisor to ensure that all COP is properly supported by medical documentation within the time requirements of the FECA.
- Coordinating all Short-Term Modified Work Assignments within their organization and the WPCU.