

How to file a claim electronically

On your internet address bar enter <http://www.cpms.osd.mil>

This will take you to the Civilian Personnel Management Service home page.

On the left hand side of the page you will see the word **Divisions** - click on that.

A list of **CPMS Divisions** will appear.

Click on: **Injury and Unemployment Compensation Division (ICUC)**

A new page will appear.

In the left column, the 3rd entry is: **Filing Claims Electronically** (supervisor's link)

Click on that.

On the new page, click on **EDI - Supervisor View***

You will have to say ok to three security alert notices*.

You should then see this form:

The screenshot shows a web browser window titled "DIUCS v2.1 EDI" with an Oracle logo in the top right corner. The main content area is titled "Supervisor Entry" and "Enter A New U.S. Department of Labor Worker's Compensation Claim Form:". Below the title, there are two sections: "Claimant" and "Claim Form Type".

The "Claimant" section contains two input fields: "Social Security Number (SSN):" and "Date of Birth (MM/DD/YYYY):".

The "Claim Form Type" section contains two radio button options: "CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay / Compensation" (which is selected) and "CA-2 Notice of Occupational Disease and Claim for Compensation".

At the bottom of the form, there are two buttons: "Enter claim" and "Exit".

The bottom right corner of the form area displays "EDI/SaFER V1.36 09/26/06".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:39 PM".

*Note: If you see a blank grey square without this information, see your IT system administrator and give him the information on page 3 (EDI Systems Requirements)

The Supervisor Entry window is where you begin inputting the claim information:

The claim form's fields are color coded. Each different color signifies whether the data is required, optional, or for information only. On this screen, you can place your cursor over each different colored field to the right to see what the coding means.

You only need to fill out sections that are "White". You may complete the "Yellow" sections, however, they are optional and are not required.

Certain fields require information to be entered using a particular format. If the data entered is in an improper format, the application will not allow any further information to be entered until the information is put into the proper format. A message will be displayed on the status bar at the bottom left of the screen alerting the user to the error and the proper format.

Once you have completed all entries you have a couple of options for printing the claim form.

You should select "View" A dialog box will open presenting two options:

The first option is **View Claim for Printing and Submit to ICPA** - This option will open the claim in a .pdf format and then transmit the claim to the ICPA without any further action being taken.

When displayed in the .pdf format, the information will appear in the familiar format of a paper claim form.

If the information needs to be changed, it must be done from within the EDI application, not in the .pdf document.

If the information is correct, print the form. Once printed, the employee, supervisor, and witness (if applicable) can sign the hard copy form, which is then forwarded to the ICPA.

The second option listed is **View Draft Copy of Claim to Verify Data** - This option will open the claim in a .pdf format allowing the claim to be viewed and printed. The user, however must take additional action to transmit the claim to the ICPA.

Just as with the first option, the information will appear in the familiar format of a paper claim form.

If the information needs to be changed, it must be done from within the EDI application, not in the .pdf document.

If the information is correct, print the form. Once printed, the employee, supervisor, and witness (if applicable) can sign the hard copy form, which is then forwarded to the ICPA.

Once the claim has been printed it can be submitted to the ICPA. Select the **Submit Claim** button at the bottom of the screen to initiate the submission of the claim form to the ICPA.

If the **View Claim for Printing and Submit to ICPA** option was selected, this screen will not appear, because the claim would have automatically been sent to the ICPA once the form had printed.

THAT'S IT. THE CLAIM IS NOW AT THE ICPA'S desk for authentication and forwarding to OWCP for a Claim Number. Claim Numbers are usually assigned within 48 hours of submission.

EDI System Requirements

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DIUCS v.2.1 SYSTEM REQUIREMENTS

Minimum System Requirements - Defense Injury & Unemployment Compensation System/Electronic Data Interchange (DIUCS/EDI) application;

- Windows Operating Environment
- Intel Pentium processor or Pentium-compatible CPU
- Windows 2000 with Service Pack2, Windows XP Professional or Home Edition,
- 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
- 1.5 - 2 gigabytes (GB) of available hard disk space.
- Java Runtime Environment v.1.5.0_06 or higher enabled for IE 5.0
- Internet Explorer 5.01, 5.5, 6.0, or 6.1 with following internet options settings:
 - Check for newer versions of stored pages: Every visit to the page
 - Allow pop-ups from *cpms.osd.mil websites.
 - Empty Temporary Internet Files folder when browser is closed: ENABLED
 - Java (Sun) Use JRE 1.5.0_06 for "applet": ENABLED
 - Adobe Acrobat Reader v5.0 or higher