



Info needed when completing report:

Supervisor email: _____@va.gov

Date of Hire: ____/____/____

Be sure to select the correct agency/CBOC when registering or filling out an OSHA Form 301.

GOVERNMENT ORGANIZATION ⓘ

What part of the government were you working for at the time of your injury?

Select Department

DEPARTMENT OF VETERANS AFFAIRS

Filter by State (optional)

MO

Select Agency Group

VHA-VISN 15 VA HEARTLAND HCN

Select Agency

HEARTLAND WEST HCS (KANSAS CITY)-589

Duty Station

KANSAS CITY VA MEDICAL CENTER, 4801 LINWOOD BOULEVARD, KANSAS CITY, MO 64128

You can file forms OSHA-301, CA-1, CA-2, CA-3, CA-6, CA-7, CA-7a, CA-16 for this organization through ECOMP ⓘ

Are you a supervisor who needs help completing an injury report for an injured employee?

You will receive an email from ECOMP with a link, informing you there is an OSHA Form 301 waiting your review.

Supervisor training for ECOMP can be found on the Safety SharePoint Site. Supervisors should complete their portion of the injury report within 10 days of receiving an email from ECOMP.



Additional Information:

WWW.ECOMP.DOL.GOV

Safety Office:

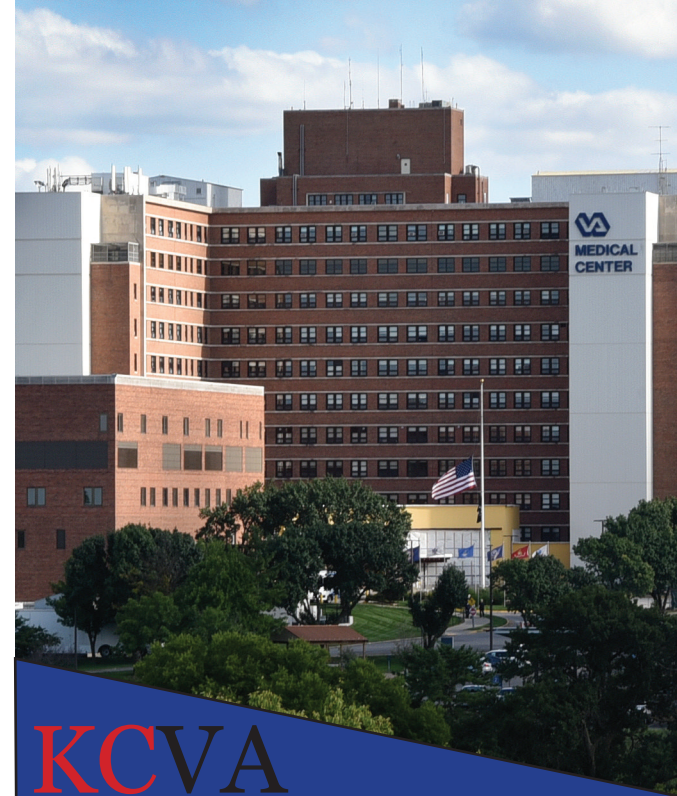
Training guides can be found on Safety SharePoint
x52023; x52024

Workers Compensation:

VHAKANHRWCP@va.gov

Employee Health:

VHAKANEMPLOYEEHEALTH@VA.GOV



**KCVA
ECOMP**

**Information
Guide**



What is ECOMP?

- ★ The Employee's Compensation Operations & Management Portal (ECOMP) is a Department of Labor (DOL) website. It is used to process claims when an employee has an injury or illness on the job and wishes to report the incident and/or file a Worker's Compensation claim.

Which Form do I file?

- ★ **OSHA Form 301 (Injury and Illness Incident Report)** will be required for all injuries and illnesses.
- ★ **Form CA-1** is used for a traumatic injury (a medical condition resulting from an incident or activity occurring during one work shift).
- ★ **Form CA-2** is for an occupational illness or disease (a medical condition resulting from an incident or activity occurring over *more than one* work shift.)

How long will it take?

- ★ Registering for ECOMP: 5 min.
- ★ Filing OSHA-301: 22 min.
- ★ Filing a Form CA-1 or CA-2: 22 min.



How do I know if I need to file for Worker's Compensation?

- ★ For more information on whether or not an employee should file a workers compensation claim, please contact the Workers Compensation Program (WCP) in HR.

Do I have to file an Injury Report in ECOMP?

- ★ All Employees who have an injury or Illness (including a Blood Borne Exposure) MUST file at least an OSHA Form 301.

Can I file an Injury Report (OSHA Form 301), then file for Worker's Compensation at a later date if I choose to go that route?

- ★ Yes. You can file a Worker's Compensation Claim up to 3 years. However, all employees are encouraged to complete an OSHA Form 301 as soon as possible after the injury or illness takes place. For more information on filing for Worker's Compensation, please contact WCP in HR.

What will I need to file a Claim?

- ★ An ECOMP account.
- ★ Your government organization.
- ★ Your supervisor's CORRECT email address.
- ★ For new injury/illness claims, details of the event (place, time, extent of injury, etc.)
- ★ If available, supporting documentation, such as medical reports (have these ready in electronic format).

What are the benefits of ECOMP?

- ★ Employee can file the incident report from any computer (Including non-VA computer).
- ★ The injured worker can monitor the progress of their claim in the ECOMP Dashboard.
- ★ Employee will be able to upload documentation to the Department of Labor directly and file any applicable forms for loss of compensation on the same site.

WWW.ECOMP.DOL.GOV

