



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Risk Management



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How to File a Public Sector Workers' Compensation Claim

Welcome to the District of Columbia Public Sector Workers' Compensation Program (PSWCP or Program). This information is a quick reference for injured workers, supervisors, and agency staff when filing a workers' compensation claim.

If you have any additional questions or need assistance filing a claim, please do not hesitate to call the Program directly at: 202-727-8600 during regular business hours, or: 202-442-HELP (4357) after hours or on weekends/holidays.

If an employee is injured while working for the District of Columbia, there are two ways to report the incident:

1. **Electronically:** orm.dc.gov/service/erisk (ERisk), the website will allow you to report the incident into ERisk, our web-based claims management system;
2. **By Phone:** 202-442-HELP (4357).

After filing an incident (either online or by phone), the injured worker will receive an email confirmation, along with instructions, should it be necessary, on how to convert the incident into a workers' compensation claim, including submitting the following statutorily required forms:

- injured worker's completion and submission of their Medical History (Form 3);
- submission of a Physician's Report (Form 3A);
- submission of an Authorization for the Release of Medical Records (Form 4);
- submission of an Authorization of the Release of Earnings (Form 5); and finally,
- Claim for Compensation (Form CA-7, employee portion, Part A, and employer portion, Part B)

The PSWCP is committed to ensuring every injured worker and stakeholder receives outstanding customer service during this process. For further information about the PSWCP please visit our website at: orm.dc.gov, or call: 202-442-HELP (4357).