

To access the online forms, go to: www.ccsapps.com. Enter your Username and Password and select Log In.



Forgot Your Password?

Claims Operations P.O. Box 541388 Dallas, TX 75354 800.743.2231 Phone 972.786.7349 Fax

Welcome

Welcome to the Contract Claims Services, Inc. website. Whether you are a current client or just browsing, we are glad you stopped by. If you are a current client, please sign in and take advantage of the many services available to you.

CCSI is a privately held, employee-owned company located in Dallas, TX. We are the leading third party administrator (TPA) for federal workers' compensation in

News & Updates

 DOL posts 2013 OWCP medical fee schedule. There are significant changes in fee schedule reimbursement for some services such as an MRI of the knee. The reimbursement for an MRI of the knee was reduced over 35% in the 2013 fee schedule. Anyone managing longshore claims or with longshore claims exposure should confirm their bill auditor is now using the updated fee schedule. For first time users, you will be required to change your password. Enter and confirm your new password and select "change password". You have successfully changed your password and will use this password at your next log in.

CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 12 characters in length and contain at least one upper and lower case character and at least one special (nonalphanumeric) character..

Change Your Password

Password:	
New Password:	
Confirm New Password:	
Change Password	Cancel



To file a claim, select "File Claims".

	CCS	CONTRACT CLA SERVICES, IN	IMS C.	train_army [<u>Log Out</u>]
Home File Cla Service		My Profile Manage Users Conta	icts	
	Manager Renee' Davis <u>Email</u> 800.743.2231 x2996	Army Central Insurance Fi	und	
	Senior Supervisor Casey Brands Email 800.743.2231 x2997	Welcome, army test! Last Login: Last Invalid Login:	3/10/2017 9:47:21 AM 3/10/2017 9:44:58 AM	
	Supervisor Scott Newton <u>Email</u> 800.743.2231 x2989	Last Password Changed: Password Expires In:	3/10/2017 9:46:27 AM 90 Days	
	Senior Adjuster Jesse Lopez <u>Email</u> 800.743.2231 x2979	Committed to Superior Sec CCS is committed to exceed	rvice ling the benchmarks and "best practices" established by o	our industry.
	Adjuster Maria Gonzalez <u>Email</u>	We provide <i>superior servic</i>	e in the following areas:	



Maria Gonzalez <u>Email</u> 800.743.2231 x2987

Unit Clerk Lisa Sewell <u>Email</u> 800.743.2231 x3015

- · Worldwide claims administration
- Medical cost control
- · Legal services
- Staff longevity



You have now successfully logged into the application and have access to the LS-202 and LS-210. You will see the tabs in the upper left corner of your screen. Additionally you will notice there is an "EDIT" section and "AWAITING REVIEW" section. Once the information is completed on either the LS-202 or LS-210 and you select "save" the form will be saved in the "EDIT" window. Let's get started with an LS-202 so you can see how this works. Select the LS-202 tab and click "new". (You will notice when the tab is selected it is blue.)

Home	File Claims	View Reports	Change Password	Manage Users	My Service Team	Contacts
	LS202	LS210				
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	AWAITING R	EVIEW	Data af lai D	anta Cultura itta d	Culture ittend Due	_
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				1		



To start an LS-202, you must first enter the SSN. (Format: 999999999) Once entered, click on the magnifying glass to the right. If the injured employee has any prior claims, certain fields will automatically display data. (DOB, phone number, address, etc....) Be sure to check the information to confirm it is accurate. If there are no prior or existing claims, proceed with completing the information by tabbing to each field and entering the information.

ome	File Claims	View Reports	Change Password	Manage Users	My Service Team	Contacts	
	LS202	LS210					
	LS-2 FIRST R	02 EPORT OF INJURY OF	RILLNESS	* Required	I Field for Submit	Cancel	
	* Social S 9999999		• • • • • • • • • • • • • • • • • • •				
			atabase for previous claim data	a. j			
	Date and * Date	Time of Accident Time	Оам Орм				
	Name of I * Last Nar	njured/Deceased Emj ne	oloyee * First Name	MI PI	none		
	Employee * Street	e's Address					
	* City		* State * Zip	-			



Required fields will have a red asterisk. You will also see fields in orange, which represents a field that is auto filled and does not allow the user to change it. (Example: Injury is Reported Under the Following Act) Once you have entered the information, at the bottom you will see the option to "save" "submit" or "cancel". Let's discuss those in more detail.

CONTRACT CLAIMS SERVIC	ES, INC	
Address		
P.O. BOX 541328		
City	State Zip	
DALLAS	TX 75354 - 1328	
Employer		
US MARINE CORPS MCCS		
* Address		
* City	State Zip	
Person Completing this Person		Date of Bened
Person Completing this Report	t Official Title	Date of Report
CCS TESTER Rehired Annuitant	TEST/TRAINING Retirement Participant	
CCS TESTER Rehired Annuitant O Yes O No	Retirement Participant O Yes O No	
CCS TESTER Rehired Annuitant	Retirement Participant O Yes O No	
CCS TESTER Rehired Annuitant O Yes O No	Retirement Participant O Yes O No	
CCS TESTER Rehired Annuitant O Yes O No	Retirement Participant O Yes O No	
CCS TESTER Rehired Annuitant O Yes O No	Retirement Participant O Yes O No	08/16/2011
CCS TESTER Rehired Annuitant O Yes O No	Retirement Participant O Yes O No	
CCS TESTER Rehired Annuitant O Yes O No Special Comments to Supervi	Retirement Participant O Yes O No	08/16/2011



Some fields require you to type the information, some require selecting "yes' or "no" and others have a drop down box. For the drop down box, click the arrow to the right to display the items from the drop down menu. By clicking the appropriate item the information will be entered for that field. Continue this process until the form is complete.

Service Tea	m	Wages or Earnings (Include overtime, Allowances, etc.) Hourly \$	^
Rer Emi	n ager nee' Davis <u>ail</u>).743.2231 x2996	Daily \$ Weekly \$ Yearly \$ Exact Place where Accident Occured. This item should specify area if accident was in	
Cas Em.	nior Supervisor sey Brands <u>ail</u>).743.2231 x2997	maritime employment and occured in area adjoining navigable waters.	
Sco Em	pervisor ott Newton <u>ail</u>).743.2231 x2989	How was Knowledge of Accident or Occupational Illness gained?	
Jess Em.	nior Adjuster se Lopez <u>ail</u>).743.2231 x2979	Nature of Injury SELECT FROM LIST - ABRASION	1
Ma Emi	juster ria Gonzalez <u>ail</u>).743.2231 x2987	AIDSHIV RELATED PROBLEMS ALLERGIC REACTION AMPUTATION ANGURYSM ANGINA PECTORIS (HEART RELATE) ARTHRUIS	
Lisa Em.	it Clerk a Sewell <u>ail</u>).743.2231 x3015	ASBESTOSIS ASPHYXIATION ATTEMPTED SUICIDE BLACK LUNG BURN - IST/2ND/3RD DEGREE BYSSINOSIS	
Rya Emi	nior Adjuster In Martin <u>ail</u>).743.2231 x2976	CANCER CARPAL TUNNEL SYNDROME CHEST PAINS CHIPPED TOOTH CHRONIC PAIN SYNDROME CONCUSSION	
Jen Em	juster nifer Thrasher <u>ail</u>).743.2231 x2981	CONJUNCTIVITIS CONTAGIOUS DISEASE CONTUSIONERUISE CRUSHING CUMULATIVE INJURY CYST	~
Kyle Em.	juster e Sheehan <u>ail</u>).743.2231 x2953	DEATH DEGENERATION DERMATTIS DISC HERNIATION	



You may opt to "save" a form if you are interrupted while entering the information, or if you have started the form, but need more information, prior to submitting. You will be asked if you want to save the form and finish later. By selecting yes, the form will save in the EDIT window. You must complete the "required" fields prior to saving. If these are not completed, a window will display requesting you complete the required fields and these fields will be displayed in yellow.

LS-202 First Report of Injury or Illness	* Required Field for Submit
* Social Security No.	
OWCP No.	
Date and Time of Accident * Date Time AM O PM	Message from webpage
Name of Injured/Deceased Employee * Last Name	There are minimal requirements to save the form: - Last Name - First Name - Date of Injury
Employee's Address * Street	ОК
* City * State * Zip	
Injury is Reported Under the Following Act	



By entering the required fields and selecting "save", you will now see the form in the Edit window. From the Edit window, you can "print" "review" or "delete" the form. To perform any of these tasks, you must first click on the form. You will notice when you place your curser over the selected form, it will change to yellow, once selected it will change to orange. To print the form, select print. To delete the form, select delete. In most cases you will select "review" to complete the form.





By selecting review from the EDIT window, the form will be displayed. Complete the form to be processed by entering the additional information. Once the information is completed, prior to selecting submit be sure the "print window" box in the bottom right hand corner is checked. This will allow you to print the form prior to submitting.

P.O. BOX 541328			
City	State Zip		
DALLAS	TX 75354 - 1328		
Employer			
US MARINE CORPS MCCS			
Address			
123 MAIN STR			
City	State Zip		
DALLAS	TX 🗸 75006 -		
Nature of Employer's Busines	3		
Person Completing this Repo	t Official Title	Date of Rep	ort
Person Completing this Report	t Official Title	Date of Rep 08/16/2011	
		Date of Rep 08/16/2011	
CCS TESTER	TEST/TRAINING		
CCS TESTER			
CCS TESTER	TEST/TRAINING Retirement Participant		
Rehired Annuitant	Retirement Participant O Yes O No		
CCS TESTER	Retirement Participant O Yes O No		
Rehired Annuitant	Retirement Participant O Yes O No		
Rehired Annuitant	Retirement Participant O Yes O No		
Rehired Annuitant	Retirement Participant O Yes O No	08/16/2011	
Rehired Annuitant	Retirement Participant O Yes O No	08/16/2011	
CCS TESTER Rehired Annuitant O Yes O No Special Comments to Superv	TEST/TRAINING	08/16/2011	
CCS TESTER Rehired Annuitant ○ Yes ● No Special Comments to Superv	Retirement Participant O Yes O No	08/16/2011	Print Window



When the print window is checked, a separate window will open displaying the form – this also gives you the opportunity to confirm the information is accurate.

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Please fill out the folk lease print your comp	wing form. You cannot save data typed into this for oleted form if you would like a copy for your records.	n,			E Hig
	bloyer's First Report of Injury Occupational Illness	En	S. Department o ployment Standards Adr ce of Worker's Compens	ninistration sation Programs	
JOB CLA	SS: REGULAR FULL TIME	HIRE DATE:	NAFI CODE: 30017 - E	OMB N BILLETING SAN DIEGO	lo. 1215-0031
1. 0	WCP No.	2. Carrier's No.		3. Date and Time of Accident Mo. Day Yr. Hour 12-01-2010	
4. Ni FIRST:		Type or print – first, M.I., last) Ast: TEST reLephone:	5. Employee's Add 123 MAIN STR DALLAS	ress (No, street, city, state, Zip code) TX 75006	
	jury is Reported Under the Following Mark One)	7. Indicate Where Injury occurred (Longshore Act only)(Mark one)	8. Sex	9. Date of birth 12-01-1966	
A	O Longshore and harbor Workers' Compensation Act	A O Aboard Vessel /Over Navigable Waters		No. (Reguired by law)	
В	O Defense Base Act	B O Pier/Wharf C O Dry Dock	11. Did injury Caus	se Death?	
C	 Nonappropriated Fund Instru- Mentalities Act 	D O Marine Terminal	O No C	Yes - if yes, skip to 16 se Loss of Time Beyond	
D	Outer Continental Shelf Lands	E O Building Way F O Marine Railway	Day or Shift of	accident?	O Yes No
		G O Other Adjoining Area	 Date and Hour First Lost Time Due to Injury 		
	Did Employee Stop Work O Yes mmediately? No	15. Date and Hour Employee Returned to Work		e Doing Work When (If no, explain in Item 26)	O Yes O No
	Did Injury/Death Occur on O Yes Employer's Premises? O No	18. Dept. in Which Employee No 85 - BILLETING (BOQ, BEQ, ET		19. Occupation Custodian/Janitor	



To confirm it was submitted, select the appropriate form (LS-202 or LS-210) and select "history". The form is now submitted and will be displayed under "history". The history will display all claims you have submitted. Once the form is processed by CCS, you will see the claim number, in the claim key. Forms are processed on a daily basis.

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Once a form is submitted to be processed, the user has the option to "print" "view" or "amend" the form. To amend the form select the form to be amended and click amend. The form will be displayed and is ready for you to enter the amendments. Once completed, select submit. Once submitted, the form will be displayed in the history window, awaiting processing by CCS.

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Additional notes: You can only amend a form that has been processed and are only able to amend the latest version. An error message in the bottom right hand corner will be displayed in yellow letting you know the form "Must be Processed" or "Not most current".

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	FIND:	First Name 🗸	Search Clear	Must be Processed	
	1 412				
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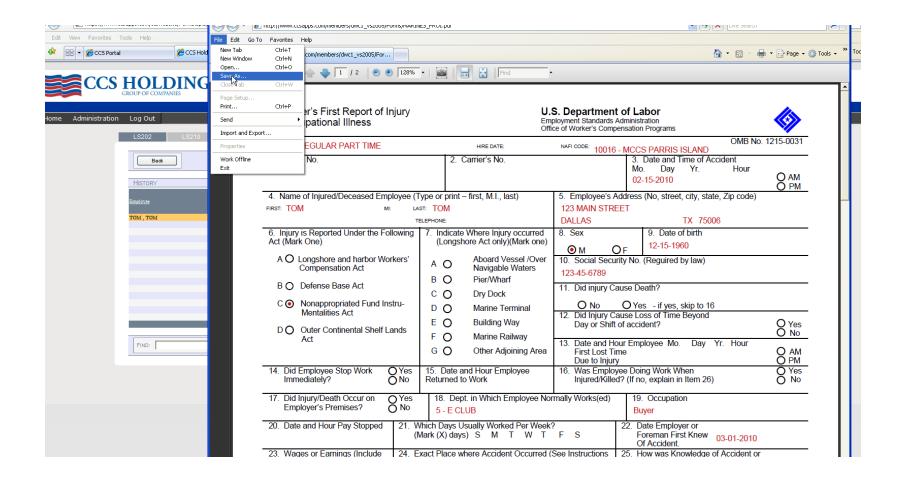


To view the form in history, select "view". The form will be displayed, however you are only allow to view it. You cannot make any changes.

ile Edit View Favorites Tools	Help	
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CCS H	OLDINGS	
GROUT	OF COMPANIES	
Home Administration Log	g Out	
	S202 LS210	
	1.0.000	
	LS-202 First Report of Injury or Illness	
		- <u>-</u>
	Social Security No.	
	OWCP No.	
	Date and Time of Accident Date Time 02/15/2010 AM OPM	
	Name of Injured Deceased Employee First Name MI Phone Image: Tool in the second s	
	Employee's Address Street	
	I23 MAIN STREET City State DALLAS TX	
	Injury is Reported Under the Following Act	
	Longshore and harbor Workers' Compensation Act	
	Definise Base Act Nonsnormoristed Fund Instru-Mentalities Act	



To print the form from the history window, select print. The form will be displayed in a separate window for you to print. You can also save the form, by selecting "file" "save as". This will open the form in a PDF for you to save.





Filing an LS-210 is similar to filing an LS-202. To complete an LS-210 select the LS-210 tab and new. You will be asked to enter the claim # or the First Name, Last Name and Date of Injury. Once entered, select start.

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CCS	HOLD GROUP OF COMPAN	INGS						
Home Administration	Log Out							
	LS202	LS210						
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	PLEASE PROVI	DE THE FOLLOWING INFO	RMATION ABOUT	THE CLAIM:				
	Claim #							
	OR							
	First Name	Last Name		AND	Date of Injury			
						(Start	

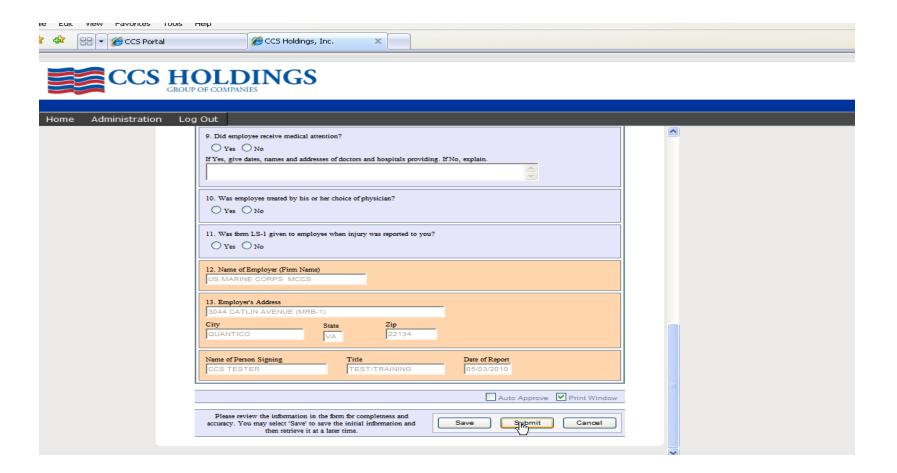


The form will be displayed. The top portion is displayed orange indicating fields that cannot be changed. Scroll to box 7 and complete the information.

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	OI DINCE	
	OLDINGS	
GROUI	P OF COMPANIES	
Home Administration Log	g Out	
	City State Zip DALLAS TX 75354	
	7. Initial Period of Disability (Use Inclusive Dates for A and B)	
	A. From B. To C. Date Returned to Work:	
	8. If this report covers a period of disability after the date shown in item 7C.	
	State each subsequent period of disability. Use inclusive dates for A and B.	
	A. From B. To C. Date returned to work	
	9. Did employee receive medical attention?	
	S. Did employee receive medical attention? ○ Yes ○ No	
	If Yes, give dates, names and addresses of doctors and hospitals providing. If No, explain.	
	10. Was employee treated by his or her choice of physician?	
	○ Yes ○ No	
	11. Was form LS-1 given to employee when injury was reported to you?	
	○ Yes ○ No	
	12. Name of Employer (Firm Name)	



Similar to the LS-202, you have the option to "save" "submit" or "cancel". These features work the same way as the LS-202. (Save for later, submit to be processed or cancel the form.) You can also view previously submitted LS-210s under history, where you can "print" "view" or "amend" similar to the LS-202.





If you are looking for a particular form you can search under "FIND" at the bottom of the history window. You can search by First Name, Last Name, Date of Injury or Amendments. Select the criteria and click "search". Only the forms meeting the criteria will be displayed. This feature can be used for both the LS-202 and the LS-210.

Edit	View Favorites	Tools Help						
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To log out of the application, select Log out. This will take you back to the CCS Holdings home page. If you have any problems accessing or using the application, contact Kelly Holland at 1-800-743-2231 ext 2971 or email kelly.holland@ccsholdings.com.



Home About Us Services Ancillary Services Medicare Set-Aside MSA Referral Form Links Contacts Careers

Log On	
Username:	
Password:	
Log In	
Log III	

Forgot Your Password?

Claims Operations P.O. Box 541388 Dallas, TX 75354 800.743.2231 Phone 972.786.7349 Fax



Welcome

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