

# Delaware County workplace injury guide

## **If you are injured at work.**

- *If the injury is life threatening or needs immediate care call 911 immediately.*

### **Injured Worker:**

- Report the incident to your immediate supervisor immediately or within 24 hours of treatment.
- Complete Part A of Delaware County Incident Report and submit to your supervisor.
- The incident report is available at: [https://humanresources.co.delaware.oh.us/wp-content/uploads/sites/15/2018/03/Incident\\_rev12.2015.pdf](https://humanresources.co.delaware.oh.us/wp-content/uploads/sites/15/2018/03/Incident_rev12.2015.pdf)

### **Supervisor:**

- Within 24 hours of the incident complete Part C of Incident Report injured worker has submitted.
- If incident report has not been submitted within 24 hours please send an email to [incidentreport@co.delaware.oh.us](mailto:incidentreport@co.delaware.oh.us) giving a description of the injury and how it occurred.
- Within 48 hours complete an incident report form and file with Human Resources Department.

### **General information:**

**Initial injury treatment can be with any provider. Grady Work Health is familiar with Delaware County's workers' compensation program and can be used if you are not sure where to go. A Bureau of Workers' Compensation (BWC) Provider listing is located at:**  
<https://www.bwc.ohio.gov/provider/services/providerlookup/nlbwc/ProviderSearch.aspx>.

- If you go to a medical provider for treatment inform them your employer is Delaware County and The County is Self Insured for workers' compensation.
- Most medical providers will have you complete a BWC First Report of Injury (FROI) application and this will be forwarded to The County's Third Party Administrator (TPA), Sedgwick for processing.
- A BWC FROI form is available at: <https://www.bwc.ohio.gov/bwccommon/forms/froi/default.asp>
- *Not all claims receive a BWC claim number. Only claims that involve more than seven days away from work or contested claims will be assigned a BWC claim number.*
- **All provider treatment after the initial emergency room or doctor's visit must be pre-approved by Delaware County or Sedgwick to guarantee payment.**
- Let your provider know that all bills for treatment of this claim can be faxed to Delaware County Human Resources @ 740-833-2119 or Sedgwick @ 855-223-9836.

Delaware County strives to evaluate and process all claims as quickly and efficiently as possible. Some claims take time to evaluate and gather all information and interview all witnesses. If for some reason your provider would refuse care until your claim is certified you do have the option of asking them to process your claim under your own health insurance program until workers' compensation certification or denial by the Industrial Commission is received.

### **Who to Call...**

For questions related to your claim, please call Brad Euans in the Delaware County Human Resources Department at 740-833-2127 or Sedgwick at 614-658-0961. The Ohio BWC is available at 1-800-OhioBWC.