



# Administrative Services

Dawn E. Huston, Deputy County Administrator

Human Resources | Benefits/Wellness | Workers' Comp/Risk  
Matt Brown                      Amanda Kreft                      Brad Euans

Records Center | Dog Shelter  
Chris Shaw                      Mitch Garrett

## Delaware County Workplace Injury Guide

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

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

### **Injured Worker:**

- Report the incident to your immediate supervisor. The incident must be reported as soon as possible and within the same business day.
- Complete Part A of Delaware County Incident Report and submit the completed incident report to your supervisor.
- The incident report is available at: [County Incident Report](#)

### **Supervisor:**

- Send an email to [incidentreport@co.delaware.oh.us](mailto:incidentreport@co.delaware.oh.us) providing a description of the injury and how it occurred. This email should be sent as soon as feasibly possible and within 24 hours of the incident.
- Supervisors must also complete Part C of the Incident Report form generated by the injured worker.
- Once the incident report form is completed in full (within 24 hours of the incident), please submit the form to Human Resources by emailing it to [incidentreport@co.delaware.oh.us](mailto:incidentreport@co.delaware.oh.us).
- If the injured worker is unable to complete the incident report form due to the nature of the injury the supervisor should complete the form providing as much information as possible. Human Resources will work with the supervisor to contact the injured worker when more information is needed.

### **General information:**

- **Initial injury treatment can be with any medical provider. Grady Work Health is familiar with Delaware County's workers' compensation program and can be used if the injured worker is not sure where to go. Additionally,** a Bureau of Workers' Compensation (BWC) Provider listing is located at: [Ohio BWC Provider Listing](#). When the injured worker sees a medical provider for a work related injury the injured worker should inform the medical provider they are employed by Delaware County and the County is Self Insured for workers' compensation.
- Most medical providers will have the injured worker complete a BWC First Report of Injury (FROI) application and this FROI will be forwarded to the County's Third Party Administrator (TPA), Sedgwick for processing.
- A BWC FROI form is available at: [Ohio BWC FROI](#)

Human Resources  
91 N. Sandusky Street, 3rd Floor  
Delaware, Ohio 43015  
Phone: (740) 833-2120  
Fax: (740) 833-2119

Records Center  
2079 US 23 N – Suite 5  
Delaware, Ohio 43015  
Phone: (740) 833-2140  
Fax: (740) 833-2139

Dog Shelter  
4781 County Home Rd  
Delaware, Ohio 43015  
Phone: (740) 368-1915

- *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 initial 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 a medical provider would refuse care until your claim is certified employees have the option of asking the medical provider to process the claim under their own health insurance program until workers' compensation certification or denial by the Industrial Commission is received.

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

For questions related to a workers' compensation claim or work related injury, 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.

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