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**TO:** All Cape Henlopen School District Employees  
**FROM:** Oliver Gumbs, Director of Business Operations  
Cathy Petitgout, Assistant Superintendent  
Edward Waples, Supervisor of Human Resources  
**DATE:** September 13, 2017  
**RE:** Work-Related Injury Reporting Requirements

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The following requirements have been established to ensure compliance with state benefit guidelines and to establish consistent procedures/documentation for the administration of work-related injury claims for all employees. This process will ensure that employee rights/coverage is preserved, in the event that medical treatment is required related to/stemming from a work-related injury.

1. Employees must report any work-related injury to your building nurse, building administrator and/or immediate supervisor immediately. **This includes minor injuries.**
2. Employees in need of medical must seek treatment from State of Delaware approved providers or providers who accept worker's compensation claims from the State of Delaware provider (PMA).
  - a. **Initial Visit** – Injured employee may seek medical care at any area clinic. Send medical documentation to the District Office, may be requested by PMA, Worker's Compensation Insurance Company.
  - b. **Second Visit/Follow-up Medical Care** – Employee must see a pre-certified Worker's Comp doctor/facility for their second visit. A list of these doctors can be found by going to the Department of Labor's website, as listed below. Most times the initial visit clinic/facility knows to refer the injured employee to a certified doctor and provides Worker's Comp forms to the employee for follow-up care.  
[www.Dol.delaware.gov](http://www.Dol.delaware.gov)  
Industrial Affairs  
Worker's Compensation  
Under Quick Links – mid page, See Worker's Comp Health Care Payment  
**Click on Provider Certification (includes Application and Certified Provider List)**  
Sort list by County for doctors in Sussex County  
  
**OR** go directly to State Of Delaware, Worker's Compensation Page:  
<http://dia.delawareworks.com/workers-comp/>  
**Click on Provider Certification (includes Application and Certified Provider List)**  
Sort list by County for doctors in Sussex County
  - c. Employees **MUST** record all sick days in Aesop.

3. The building nurse or immediate supervisor must complete the “first report of injury form” and send an electronic copy (pdf) to Dawn Davis in the human resources office at [Dawn.Davis@cape.k12.de.us](mailto:Dawn.Davis@cape.k12.de.us) by the next business day.
4. If an employee is/has/may or anticipates being out of work for five or more days, they **MUST** contact the State of Delaware Disability Insurance Program (DIP) provider within 5 days of the incident (See attached information). The current provider is The Hartford and they can be contacted at 866-945-7781.

**If you should have any questions regarding these requirements, please contact Dawn Davis in the human resource office at 302.645.6686 or via email at [Dawn.Davis@cape.k12.de.us](mailto:Dawn.Davis@cape.k12.de.us)**

**ATTACHMENT:**        The Hartford Contact Information