

From: Risk Management
Stephanie Tickle – (302) 395-5159
Lori Trivits – (302) 395-5054
Gina Crowley – (302) 395-5051

To: Supervisors/Medical Liaisons

RISK MANAGEMENT
Employee Injury Procedures

1. If you receive a call in regards to a work injury, try to reach one of us first; if you cannot, please send the employee to Omega Medical Center located at 15 Omega Drive, Building K, Newark (across from Christiana Hospital in the Blood Bank Complex) accompanied by a supervisor, unless it is a life threatening emergency in which case you would call 911 for an ambulance. Call Omega to advise that an employee is on their way (302) 368-5100.
2. If it happens to be after Omega hours (7:00 a.m. to 7:00 p.m. Monday through Friday; 8:00 a.m. to 1:00 p.m. Saturday; 9:00 a.m. to 1:00 p.m. Sunday), send the employee to Newark Emergency Center or Christiana Hospital. (Newark Emergency Center, 324 E. Main Street, #100, Newark, (302) 738-4300; Christiana Hospital, 4755 Ogletown Road, Newark, (302) 733-1000.) Risk Management requires the Preliminary Incident Report (through the Supervisor section completed) and the Medical Release/Authorization for Health Information Disclosure as soon as possible in order to determine compensability and to set up a claim, but certainly within 24 hours; fax to 395-5055 (see attached forms). The Preliminary Incident Report is the Incident Report (same form) completed through the Supervisor section. The remaining portion of the Incident Report can be completed later and forwarded to Risk Management.
3. Should you receive a call regarding bills or payments, refer them to Risk Management at one of the numbers listed above.
4. If you receive a request for authorization for a specific procedure (i.e. MRI, X-Rays, surgery, etc.) please refer the caller to Risk Management at one of the numbers listed above or, after hours refer to Cheryl on her cell (number listed above) to obtain that authorization.