

General Liability Claim Reporting Form Instructions (General Liability Loss Notice other than Automobile DA 2065)

CURRENT VERSION OF FORM: undated

Available on ORM Website: <http://doa.louisiana.gov/orm/lpforms.htm>

Purpose:

- Used to report an accident/incident involving a visitor/client while on state property, which you believe could reasonably result in a claim against the State.
- Do not use for automobile accidents or Workers Compensation claims.
- This report is used by ORM/FARA in anticipation of litigation.
- ORM/FARA makes all final decisions as to whether a claim will be paid.
- Do not accept responsibility for payment of medical care or transportation.
- If you are contacted by Legal Counsel for the injured party, forward the written request to the Safety Officer, with a copy to DCFS General Counsel, and Support Services Unit Manager, who will then forward to ORM/FARA for response.

Preparation:

- Completed after acquiring necessary on-site medical aid for injured persons and prior to individual leaving for medical treatment off-site.
- Page 1 is completed by supervisor, Safety Coordinator or other designated employee, using the information from the DA3000 (attach link).
- Refer to Page 2 for additional information.
- If a visitor/client refuses medical treatment, obtain a signed written statement or document their statement on the DA3000 form.

Disposition:

- Copies of the General Liability form and DA3000 form are scanned to:
 - Safety Coordinator within 24 hours of accident/incident or no later than the next business day.
 - Safety Coordinator scans copy to DCFS Safety Officer and Support Services Unit Manager within 24 hours of accident/incident or no later than the next business day.
 - DCFS Safety Officer scans to ORM within 24 hours of accident/incident or no later than the next business day.
- Original retained in reporting office file.
- All forms will be reviewed for accuracy by the DCFS Safety Officer. All incomplete forms will be returned to the supervisor for corrections and must be resubmitted.

Retention:

- In accordance with retention schedule