



## **NOTICE OF COVERAGE**

### **August 1, 2009 through August 1, 2010**

Loyola University New Orleans is insured for Workers Compensation and Employer's Liability with Louisiana Workers Compensation Corporation under policy number 81753. This coverage extends to all employees who are injured or become ill while at work for Loyola. Please direct specific questions regarding this coverage to the Loyola Risk Management office by calling (504) 865-3141. Medical care providers should contact Loyola's Human Resources office at (504) 864-7757 to verify employment.

#### **LWCC Information:**

2237 South Acadian Thruway  
Baton Rouge, Louisiana 70808  
Corporate Offices: 225-924-7788

**Employers' Injury Reporting Service: 800-395-0303**

Claims Information: 800-267-2410

In the event of an occupational injury or illness, employees should seek appropriate medical treatment immediately. Injured employees should notify medical care providers that they were injured while at work and that the above policy should respond on their behalf.

In order to properly report a claim for Workers Compensation benefits, injured employees must complete an injury report form and submit it to Risk Management as soon as possible after incident. See <http://www.loyno.edu/riskmanagement/AccidentInjuryReport.pdf>

An injured employee's immediate supervisor must also complete a Supervisor's Accident Investigation report and submit it to Risk Management immediately after the incident. See <http://www.loyno.edu/riskmanagement/SupervisorsAccidentReport.pdf>