

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
CLAIMS LEADER – SAFETY OFFICE

Position Assigned To: _____
You Report To: _____ (Finance Chief)

MISSION: Responsible for receiving, investigating and documenting all claims reported to the hospital during the emergency incident which are alleged to be the result of an accident or action on hospital property.

- Immediate
- ___ Receive Job Description from Finance Chief.
 - ___ Read Job Description put on position tag.
 - ___ Obtain briefing from Finance Chief.
 - ___ Receive and document alleged claims issued by employees and non-employees.
 - ___ See that pictures of damaged areas/supplies are taken as soon as it is safe to do so.
 - ___ Obtain statements as quickly as possible from all claimants and witnesses.
 - ___ Notify the Louisiana State Office of Risk Management of the emergency incident. (225-342-8442) or (225-342-8463)

- Intermediate
&
Extended
- ___ Inform Finance Chief of all alleged claims as they are reported.
 - ___ Document claims on risk/loss forms.
 - ___ Report any cost incurred as a result of a claim to the Cost Leader as soon as possible.
 - ___ Prepare a summary of all claims reported during the declared emergency incident.
 - ___ Document all actions/decisions with a copy to Finance Chief
 - ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
 - ___ Direct non-utilized staff to Labor Pool.