July 31, 2015

INSURANCE INFORMATION NOTICE NO. 2016-3

SUBJECT: THIRD PARTY ADMINISTRATOR CHANGE – Reporting Procedures

Claims management and Loss Prevention services for the Office of Risk Management will transfer to Sedgwick CMS on August 1, 2015. This notice contains revised reporting procedures and contact information for Sedgwick CMS.

Reporting Claims

1. Agencies will report Worker's Compensation and General Liability online utilizing Sedgwick's online claim entry system, Claims Capture. User IDs and login credentials are currently being emailed. In the event there is an issue with logging into the system, claims can be reported using the following:

    Phone: 855-267-4400
    Email: 6410StateofLouisiana@sedgwickcms.com
    Fax: 855-563-2447

    Forms are available at www.laorm.com if reporting by fax or email.

2. Property, Marine, Aviation and Auto Liability/Physical Damage reporting forms should be submitted by fax or email to:

    Email: 6410StateofLouisiana@sedgwickcms.com
    Fax: 855-563-2447

    All reporting forms are accessible at www.laorm.com. If you are unable to access the forms or have trouble submitting the forms electronically, the claim may be reported by phone at:

    Phone: 855-267-4400

3. DOTD will submit Road Hazards claims by email to:

    ORMRH@sedgwickcms.com

4. Submit Medical Malpractice claims utilizing the Medical Malpractice Reporting Form accessible at www.laorm.com.

Existing Claims and Loss Prevention Services:

1. Sedgwick's Claims and Loss Prevention staff can be reached at the following:

    Phone Number: 225-368-3500
    Fax Number: 859-225-2000
    Website: www.laorm.com (available 8/3/2015)
    Mailing Address: PO Box 14775, Lexington, KY 40512

    Documents sent to the mailing address and fax number are imaged and readily accessible to Sedgwick's staff once received and processed.

2. Loss Prevention staff will contact their client agencies with individual contact information beginning August 3, 2015.

Training:

1. Printable user guides and videos will be posted on www.laorm.com to assist you with navigating the online claims entry system, Claims Capture, and the reporting system, viaOne.

2. Regional in-person training will be available mid-September. Additional information is forthcoming over the next several weeks.