



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF RISK MANAGEMENT

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

November 01, 2005

INSURANCE INFORMATION NOTICE 2006-4

**RESUME USE OF E-2 FORM FOR
PRE-EXISTING MEDICAL INJURY/ILLNESS**

Effective December 1, 2005, all State agencies are required to utilize the attached revised version of the E-2 Form to obtain information regarding pre-existing medical injuries or illnesses from employees, including new hires. Included in this attachment is information about the E-2 form, the E-2 form, and written policies and procedures that govern its use.

ACTION REQUIRED:

Human Resource Managers, Directors or senior staff person in charge of the human resource function for your agency, should commence utilizing the attached form beginning on December 01, 2005.

If you have any questions, please contact Karen Jackson at (225) 342-7390.

Attachments:

E-2 Notice (1 page)

Procedures for handling E-2 (1 page)

E-2 (3 pages)

J. S. "Bud" Thompson, Jr.
State Risk Director