

## **DEPARTMENT OF NATURAL RESOURCES**

**ADMINISTRATIVE POLICY NO.: 15**

**EFFECTIVE DATE: OCTOBER 21, 2019**

**SUBJECT: CLAIMS LOSS REPORT**

**AUTHORIZATION: THOMAS F. HARRIS, SECRETARY**

### **I. POLICY**

The Office of Risk Management's (ORM's) Claims Loss Report shall be reviewed and processed in a timely manner with the Legal Division responsible for issuance of any response due to ORM.

### **II. PURPOSE**

Because losses are used to calculate the Department of Natural Resources' (DNR) future premiums owed the Office of Risk Management, this policy establishes the procedure for reviewing and processing the Claims Loss Report in a timely, accurate and consistent manner.

### **III. APPLICABILITY**

This policy applies to DNR's Human Resources Manager, Administrative Services Director and Deputy General Counsel who are responsible for reviewing and processing the Claims Loss Report.

### **IV. REPORTING REQUIREMENTS**

The Claims Loss Report is reviewed monthly in order to identify inaccuracies which, if any, shall be reported to ORM by the Deputy General Counsel. If no inaccuracies or changes are identified, a monthly response to ORM is not required.

### **V. PROCEDURE**

The Deputy General Counsel obtains the Claims Loss Report from ORM during the first week of each month and electronically disseminates the pertinent sections for review as follows:

- Human Resources Manager – Reviews the claims in the section labeled "Worker's Compensation (WC)"

- Deputy General Counsel – Reviews the claims in the section labeled "General Liability (GL)"
- Administrative Services Director – Reviews the claims in the sections labeled "Property (PR)" and "Transportation (AU or AL)"

The Human Resources Manager and Administrative Services Director are responsible for notifying the Deputy General Counsel by the 25<sup>th</sup> day of each month of any identified inaccuracies or changes needed within the sections designated for their review. The Deputy General Counsel compiles this information, along with any identified inaccuracies or changes required within the section subject to his/her review, and notifies ORM of the revisions required in the following manner:

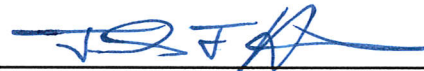
1. Photocopy the page wherein a change is needed;
2. Place an asterisk by the claim needing change; and
3. Provide the correct information written above the claim with the name, address and telephone number of a contact person.

## **VI. EXCEPTIONS**

There will be no exceptions to this policy.

## **VII. QUESTIONS**

Questions regarding this policy should be addressed to the DNR Legal Division at (225) 342-2614.



**THOMAS F. HARRIS, SECRETARY**

10-21-2019

**DATE**

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**INITIAL ISSUE DATE: 10/07**

**REVISION DATE: 03/15; 07/19; 10/19**