



LCTA
WORKERS' COMP

Date:
Policyholder Name:
Policy #:

SUMMARY REPORTING PROGRAM ACKNOWLEDGEMENT FORM

LCTA will partner with its members to ensure their success in reducing worker injuries and the cost of injuries to employers. Your active participation in our Loss Control Program and the prompt reporting of claims will greatly reduce the potential high cost of claims. Two tools that you as a member of LCTA will be required to implement are a Drug & Alcohol Policy and completing a Post Hire Medical Questionnaire with annual updates for all employees.

Louisiana Second Injury Fund REQUIREMENT: Post Hire Medical History Questionnaire (PHMQ):

The PHMQ form is a tool required for participation in the Louisiana SIF. The use of this form can help mitigate workers' compensation claims cost for the employer when a workplace injury can be merged with a pre-existing condition. The PHMQ:

1. Serves as evidence of employer knowledge of an employee's medical condition for purposes of reimbursement from the Louisiana SIF, should a workplace injury aggravate an employee's previous condition.
2. Should be used for both **new hires and current staff-with updates annually** or after illness or accident.
3. Can also be used to determine if employees meet the physical requirements you have defined for each job.

The Louisiana Statute requires the specific format, font and warnings on each page of the form. A questionnaire is attached for your convenience. The form can be reproduced, but should not be changed due to required format.

1. Do not keep this form within an employee's standard HR file.
2. The form should be kept in an employee's medical file, separate from other HR documentation.
3. Prior to filing the form must be reviewed for completeness and signed by a representative of the employer who has hire/fire authority.
4. This form should not be submitted to LCTA unless an employee sustains a workplace injury. LCTA's Claims Department will only request a copy of the PHMQ form when a claim is submitted.

Drug & Alcohol Policy:

The success of your company depends on the quality of your employee's work. If your employees report to work under the influence of drugs or alcohol they are putting themselves, other employees and ultimately the success of your business at risk. With a strong Drug and Alcohol Policy in place you will be able to reduce the cost of claims made by employees who were under the influence of drugs or alcohol at the time of injury.

Important Facts related to Drug and Alcohol in the Workplace:

- 1) Under the Louisiana Workers' Comp Law, an employer may deny benefits to an employee whose injury is caused by his or her intoxication.
- 2) Employer-administered tests are considered admissible evidence **only when those tests are pursuant to a written substance abuse rule or policy established by the employer.**
- 3) Under such programs employees must submit to drug/alcohol testing immediately following the accident. Otherwise, their refusal is a presumption of intoxication.
- 4) Positive drug/alcohol tests which are conducted within 24 hours of the injury can result in a presumption of intoxication at the time of the injury.

The law is on the side of the employer to protect against increased insurance costs due to workplace accidents caused by the use and abuse of drugs or alcohol. A "Sample" Drug & Alcohol Policy is being furnished to you as a courtesy.

This will confirm that the above referenced policyholder has fully implemented ongoing use of the PHMQ and a Drug & Alcohol Policy with all of its employees. I understand and acknowledge receipt of these LCTA requirements.

Signature:

Title:

Name:

Date:

(Please Print)