

**LUBA WORKERS' COMP  
REPORTING CLAIMS - LOUISIANA**

**PROMPT AND ACCURATE BENEFITS ARE OWED TO AN INJURED EMPLOYEE ONCE THEIR CLAIM IS DETERMINED TO BE COVERED UNDER WORKERS' COMPENSATION. YOU MUST REPORT ALL WORK-RELATED ACCIDENTS IMMEDIATELY TO ENSURE PROPER DELIVERY OF BENEFITS. DELAY IN THESE BENEFITS MAY EXPOSE BOTH YOU AND LUBA WORKERS' COMP TO PENALTIES AND ATTORNEY FEES.**

When an accident is timely reported, we are able to conduct a prompt investigation into the facts of the accident. Prompt reporting also enables us to control the claim from the beginning, which in turn may lead to cost savings. Once our investigation has been completed, we will pay the claims we owe and defend the claims that are not owed under workers' compensation. **Timely reporting of each and every work-related accident saves you money!**

There are 2 types of workers' compensation claims that can be reported:

1. **Medical Only** ó These are claims that do not incur indemnity benefits (wage loss benefits).
2. **Lost Time** ó These are claims that incur both medical and indemnity benefits.

There are currently 5 ways you may report a claim to us:

1. **Report of Injury by Telephone** ó This is the **most preferred** way to report a new claim. Simply call **(888)884-5822** or **(225)389-5822** and you will be connected to our intake specialist who will gather all of the claim information from you over the telephone.

We will enter the information on the form for you and once completed, your new claim will go to the proper claims adjuster. This relieves you of the paperwork associated with the reporting of a new claim. We will complete all necessary forms and handle the filings with the Office of Workers' Compensation. Some of the information you will need when reporting the claim by phone is:

- Employee name, Social Security number, date of birth and any other information regarding your employee
  - Date and facts of accident
  - Description of Injury/Illness
  - Any medical treatment information that may have already taken place
  - Class code or job description being paid under
2. **Report of Injury by E-Mail** ó You may submit a completed Employer Report of Injury/Illness form via e-mail to [FROI@lubawc.com](mailto:FROI@lubawc.com).
  3. **Report of Injury Online** - Visit our website at [www.lubawc.com](http://www.lubawc.com) and click the "Report a Claim" button, followed by the "Report Online" tab.
  4. **Report of Injury by Fax** ó You may submit a completed Employer Report of Injury/Illness form via fax to **(225)389-9300, Attn: Claims Intake**. Please make sure you also **complete and fax the reverse side**, Form 1025ER - Employer Certificate of Compliance. Again, we will make the necessary filings with the Office of Workers' Compensation.
  5. **Report of Injury by Mail** ó If phone or fax is unavailable, you may submit a completed Employer Report of Injury/Illness form (**front & back**) via mail to:

LUBA Workers' Comp  
Attn: Claims Intake  
P.O. Box 98082  
Baton Rouge LA 70898-9082

**PLEASE REMEMBER THAT PROMPT REPORTING IS THE KEY TO PROPER HANDLING OF YOUR WORKERS' COMPENSATION CLAIM. THANK YOU FOR YOUR COOPERATION!**