

CENTRAL CARE POLICY COMPREHENSIVE GENERAL LIABILITY INSURANCE

SUBJECT:	COMPREHENSIVE GENERAL LIABILITY INSURANCE
ANNUAL REVIEW MONTH:	June
RESPONSIBLE FOR REVIEW:	Director of Central Care
LAST REVISION DATE:	August 2010

Policy: To provide policy and procedure to ensure proper notification of the insurance Programs and Claims Office when there is a possibility of a claim or lawsuit.

1. It shall be the policy of this program to comply with the provisions set forth in the Department of Human Resources (DHR) Administrative Policy and Procedure Manual, Part XIII.A.
2. Employees are protected from legally imposed liability when such liability arises from the performance of their job related duties. This protection covers employees for all job-related duties except medical malpractice.

Procedure:

Responsible Person(s)	Action
Employee	<ol style="list-style-type: none"> 1. Notifies his/her supervisor when: <ol style="list-style-type: none"> a. A job related claim or lawsuit has been filed against him/her. b. An arrest warrant arising out of a job-related occurrence is served on him/her. c. A notice (written or oral) is received from any person indicating an intention to hold him/her responsible for any breach of duty. d. Any incident occurs that is likely to result in a claim or lawsuit.
Supervisor	<ol style="list-style-type: none"> 2. Forwards immediately all available information, to include copies of claims, lawsuits or processes received, with a letter of explanation to the Chief Executive Officer; sends copy to the Director of Human Resources.
Chief Executive Officer	<ol style="list-style-type: none"> 3. Reviews each incident and supporting documentation with supervisor. 4. Reports incident to Legal Services/Risk Management and to the Division of MH/MR/SA.

Responsible Person(s)	Action
Director of Human Resources	5. Forwards all available information to: Insurance Programs and Claims Office Department of Human Resources.

APPROVED: _____ **TITLE:** Director of Central Care **DATE:** _____
George Harris, LCSW