



# General Liability Early Event Reporting Guide

## Why It Is Important to Report

Timely reporting allows for identification of patient and visitor safety incidents and provides insight into opportunities to improve. Early reporting permits timely investigations and preservation of evidence of unexpected occurrences which enables us to engage early on in meritorious claims and aggressively defend any events that lack merit.

## What Should be Reported to LHA Trust Funds

### General Liability Early Event Reporting Criteria

- Any act of violence or crime by a visitor or other
- Any visitor injury on hospital premises where the visitor or visitor's family asserts that the facility is responsible
- Any incident involving a non-patient that is reported to the facility with a delay of more than 12 hours from the time the event occurred
- Any incident involving furniture or fixtures that resulted in an injury to a visitor or other non-patient
- Injury sustained in an unauthorized area of the facility
- Any other unexpected adverse condition or outcome that you feel could result in a claim

## When and How to Report

### Early Event Reports can be made by any of the following:

If you know your assigned Claims Consultant or Risk Consultant at LHA Trust Funds, you may call them directly or email them to discuss the event.

If you do not know your assigned Claims Consultant, you may contact our main office to discuss the event with a Claims and/or Risk Consultant at 800-542-4754 (option 4) or [info@lhatrustfunds.com](mailto:info@lhatrustfunds.com).

If you prefer to be set up to directly report events via our secure portal site, please contact our offices for access and education.

MALPRACTICE

GENERAL LIABILITY

WORKERS' COMPENSATION