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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

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UNDERSECRETARY

HUMAN RESOURCE MEMORANDUM NO. 01-061

August 13, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **Authorization for Initial Medical Treatment**

In accordance with the provisions of the Office of Risk Management, we have created the Authorization for Initial Medical Treatment form.

Managers and/or supervisors should complete the appropriate sections of the attached form when an employee requires medical treatment for a work-related injury or illness. When properly completed, this form constitutes authorization for a medical provider to render treatment. Before being treated, employees should give their physician the completed authorization, which also includes instructions on where to send bills and how to obtain authorization for further medical treatment. Following treatment, physicians should complete the **Medical Provider** section and return it to the employee prior to his/her departure or mail it to our Departmental Safety Officer, Gerald Ganey.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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