



**EMERGENCY CLAIM REPORTING PROCEDURES
SPELL JIFS**

**QUAL-LYNX
100 Decadon Drive
Egg Harbor Township, NJ 08234
TELEPHONE: 609-653-8400**

**IN AN EMERGENCY CONTACT QUAL-LYNX
IMMEDIATELY**

**PROCEDURE FOR EMERGENCIES WHICH OCCUR AFTER
NORMAL BUSINESS HOURS:**

CALL QUAL-LYNX: 609-653-8400 OR 800-367-0138

**OUR SERVICE WILL THEN CONTACT THE DESIGNATED
QUAL-LYNX MANAGEMENT PERSONNEL TO RESPOND TO
ALL EMERGENCY CALLS. HAVE CONTACT NAME AND
TELEPHONE NUMBER AVAILABLE FOR RETURN CALL.**

**EMERGENCY PROPERTY
CLAIMS NUMBER:
Cell 609-402-5218**

CONTACTS

ADMINISTRATION

**Chris Roselli, Account Manager
Phone: 609-833-2176
E-MAIL: croselli@qual-lynx.com
Cell Phone: 609-287-8569**

SPELL JIF CLAIM UNITS

WORKERS' COMPENSATION CLAIMS

Qual-Lynx's Main Phone Number (609) 653-8400

Karen Conway, Unit Supervisor

Direct #: 609-833-2913

E-Mail: kconway@qual-lynx.com

Fax: 609-601-3169

Adjusters	Direct Dial	Fax	Email
Clifford P. Meeks, Jr.	609-833-2906	609-601-3178	cmeeks@qual-lynx.com
Denise Shallow	609-833-2822	609-601-3196	dshallow@qual-lynx.com
Lisa Segletes	609-833-2904	609-601-3196	lsegletes@qual-lynx.com
Dawn Leeds-Smith	609-833-2172	609-601-3196	dlsmith@qual-lynx.com
Alexandria McMurren	609-833-2157	609-601-3196	alexandria.mcmurren@qual-lynx.com

WORKER'S COMPENSATION FAX NUMBER: 609-601-3196

QUAL-LYNX WORKERS' COMPENSATION CLAIMS REPORTING AND EMERGENCY REPORTING PROCEDURE:

Report ALL worker's compensation claims requiring medical treatment as soon as possible by calling your dedicated **QUAL-LYNX HOTLINE:**

1-888-342-3839

Do not delay in reporting the claim, even if you do not have all necessary information. After the First Report of Injury is taken, the First Report representative will ask the caller if they need to speak to the nurse on call. If so, the First Report representative will ask the caller for a number where they can be reached and will page the nurse. The nurse will call the First Report representative and obtain all pertinent information and call you back to review the process for assigning a nurse case manager and how we will obtain follow up for the injured worker. The nurse will also answer any questions you may have.

For **EMERGENCIES**, ask for the 24-hour nurse on call. As part of the **After Hours** services, there is a nurse on call 24 hours a day, 7 days a week. The nurse is available to speak to the caller in the event of a catastrophic injury. The nurse will be paged and you will receive a return telephone call. Have a contact name and telephone number available.

WORKERS' COMPENSATION CLIENT SERVICE MANAGER

Karen Beatty, Client Service Manager

Direct #: 609-365-4999

Email: kbeatty@qual-lynx.com

Cell Phone: 609-626-1023

Qual-Lynx's Main Phone Number (609) 653-8400

PROPERTY DAMAGE (BUILDINGS, CONTENTS, EQUIPMENT, AND VEHICLES)

Report all Property claims to:

Joseph Lisciandri, Property Claims Supervisor

Phone: 609-601-3191

E-mail: jlisciandri@qual-lynx.com

Fax: 609-601-3192

Cell Phone: 609-402-5218

Adjusters	Direct Dial	Fax	Email
Joe Lisciandri	609-601-3191	609-601-3192	jlisciandri@qual-lynx.com
Eileen Stasuk	609-833-2091	609-601-3193	estasuk@qual-lynx.com
Jim Mercanto	609-833-2922	609-601-3194	jmercanto@qual-lynx.com
Doris Moore	609-833-2903	609-601-3194	dmoore@qual-lynx.com

***Please provide a contact name and telephone number, with location of damaged property when reporting a claim for prompt investigation, estimate and/or appraisal.**

LIABILITY (GENERAL, AUTOMOBILE and EDUCATORS LEGAL)

Report all Liability claims to:

Barbara Maclean, Unit Supervisor

Phone: 609-833-2916

E-mail: bmaclean@qual-lynx.com

Fax: 609-601-3188

Adjusters	Direct Dial	Fax	Email
Susan Mooney	609-833-2902	609-601-3188	smooney@qual-lynx.com

Additional Qual-Lynx Emergency Numbers:

Kathleen Kissane, Assistant Vice President, Account Management

Phone: 609-833-2178

Email: kkissane@qual-lynx.com

Cell Phone: 609-457-3752

Stephen McNamara, Assistant Vice President, Client Services

Phone: 609-833-9256

Email: smcnamara@qual-lynx.com

Cell Phone: 609-626-4230