



**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: 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: 609-601-3196

| 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 |
| Ally McMurren | 609-833-2172 | 609-601-3196 | alexandria.mcmurren@qual-lynx.com |
| Mary D'Ambrosio | 609-833-2904 | 609-601-3196 | mdambrosio@qual-lynx.com |
| Donna Pera | 609-833-9257 | 609-601-3196 | dpera@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:
Karen Berenato, Unit Supervisor
Phone: 609-833-2931
E-mail: kberenato@qual-lynx.com
Fax: 609-601-3173

| Adjusters | Direct Dial | Fax | Email |
|-----------------|--------------|--------------|--|
| Barbara Maclean | 609-833-2916 | 609-601-3173 | bmaclean@qual-lynx.com |
| Lillian Hulse | 609-365-4005 | 609-601-3173 | lhulse@qual-lynx.com |

Additional Qual-Lynx Emergency Numbers:

Alice H. Lihou, President and CEO

Phone: 609-833-2175

Email: alihou@qual-lynx.com

Cell Phone: 609-335-2295

Kathleen Kissane, AVP, Account Management

Phone: 609-833-2178

Email: kkissane@qual-lynx.com

Cell Phone: 609-457-3752

Stephen McNamara, AVP, Client Services

Phone: 732-507-6782

Email: smcnamara@qual-lynx.com

Cell Phone: 609-626-4230