



EMERGENCY CLAIM REPORTING PROCEDURES

IN AN EMERGENCY CONTACT QUAL-LYNX IMMEDIATELY

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

Workers' Compensation

1-888-342-3839*

***This is the preferred number to call in WC Claims 24 hours a day.**

Property and Liability Claims

609-653-8400 OR Toll Free 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.

OR;

Emergency Property Claims #

Property Claims Manager, Joe Lisciandri Cell 609-402-5218

PROCEDURE TO REPORT CLAIMS DURING NORMAL BUSINESS HOURS.

WORKERS' COMPENSATION

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*

***This is the preferred number to call in WC Claims 24 hours a day.**

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 CLAIMS

Tammy Langsdorf, Unit Supervisor

Direct #: 609-833-2921

E-Mail: tamrae.langsdorf@qual-lynx.com

Fax: 609-601-3196

Adjusters	Direct Dial	Fax	Email
Mary Jane Tomasello	609-833-9217	609-601-3196	maryjane.tomasello@qual-lynx.com
Diane Miller	609-833-2933	609-601-3196	diane.miller@qual-lynx.com
Courtney Chialastri	609-833-9258	609-601-3196	courtney.chialastri@qual-lynx.com
Kaitlyn Leonard	609-833-2826	609-601-3196	kaitlyn.leonard@qual-lynx.com
Alexandria McMurren	609-833-9345	609-601-3196	ally.mcmurren@qual-lynx.com
OPEN			
Bryana Suggs	757-945-6044	609-601-3196	bryana.suggs@qual-lynx.com

REPORT CLAIMS DURING NORMAL BUSINESS HOURS, CONTINUED

PROPERTY DAMAGE

(MUNICIPALITY OWNED 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	609-833-2090	609-601-3192	joseph.lisciandri@qual-lynx.com
Eileen Stasuk	609-833-2091	609-601-3193	eileen.stasuk@qual-lynx.com
Diane Payne	609-382-6174	609-601-3194	diane.payne@qual-lynx.com
Doris Moore	609-833-2903	609-601-3194	doris.moore@qual-lynx.com
Tanya Johnson	609-833-9342	609-601-3194	tanya.johnson2@qual-lynx.com

*Please provide a contact name and telephone number, with location of damaged property and loss description when reporting a claim.

LIABILITY (GENERAL, AUTOMOBILE and EPL/POL) (DAMAGE OR INJURY CLAIMED BY A THIRD PARTY/EMPLOYMENT)

Report all Liability claims to:

Dominic Spaventa, Liability Claims Manager

Phone: 609-833-9362

Email: dominic.spaventa@qual-lynx.com

Fax: 609-601-3188

Adjusters	Ext.	Fax	Email
Robin Sulzer(part-time)	609-601-3185	609-601-3188	robin.sulzer@qual-lynx.com
William Kissane	609-833-9266	609-601-3188	bill.kissane@qual-lynx.com
Stacey Mauceri	609-277-4318	609-601-3188	stacey.mauceri@qual-lynx.com
Colleen Mortellite	609-833-2971	609-601-3188	colleen.mortellite@qual-lynx.com
Melinda Young	609-833-9361	609-601-3188	melinda.young@qual-lynx.com

ADMINISTRATION

Chris Roselli, Account Manager

Direct #: 609-833-2176

E-MAIL: chris.roselli@qual-lynx.com

Cell Phone: 609-827-7170

Karen Beatty, Workers' Compensation Client Service Manager

Direct #: 609-365-4999

Email: karen.beatty@qual-lynx.com

Cell Phone: 609-626-1023

ADDITIONAL QUAL-LYNX EMERGENCY NUMBERS:

Kathleen Kissane, AVP, Account Management

Phone: 609-833-2178

Email: kathleen.kissane@qual-lynx.com

Cell Phone: 609-457-3752

Stephen McNamara, AVP, Client Services

Phone: 609-833-9256

Email: stephen.mcnamara@qual-lynx.com

Cell Phone: 609-626-4230

Shelly Long, Director of Claims

Phone: 609-833-9267

Email: shelly.long@qual-lynx.com

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