



## **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, Brian Foster - 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](mailto:tamrae.langsdorf@qual-lynx.com)**

**Fax: 609-601-3196**

<b>Adjusters</b>	<b>Direct Dial</b>	<b>Fax</b>	<b>Email</b>
Mary Jane Tomasello	609-833-9217	609-601-3196	<a href="mailto:maryjane.tomasello@qual-lynx.com">maryjane.tomasello@qual-lynx.com</a>
Becky Davidiet	609-365-4005	609-601-3196	<a href="mailto:Becky.davidiet@qual-lynx.com">Becky.davidiet@qual-lynx.com</a>
Alexandra Wilz	609-601-3170	609-601-3196	<a href="mailto:Ali.wilz@qual-lynx.com">Ali.wilz@qual-lynx.com</a>
Kaitlyn Leonard	609-833-2826	609-601-3196	<a href="mailto:kaitlyn.leonard@qual-lynx.com">kaitlyn.leonard@qual-lynx.com</a>
Alexandria McMurren	609-833-9345	609-601-3196	<a href="mailto:ally.mcmurren@qual-lynx.com">ally.mcmurren@qual-lynx.com</a>
Bryana Suggs	757-945-6044	609-601-3196	<a href="mailto:bryana.suggs@qual-lynx.com">bryana.suggs@qual-lynx.com</a>

**REPORT CLAIMS DURING NORMAL BUSINESS HOURS, CONTINUED**

**PROPERTY DAMAGE**

**(MUNICIPALITY OWNED BUILDINGS, CONTENTS, EQUIPMENT, AND VEHICLES)**

**Report all Property claims to:**

**Brian Foster, Property Claims Manager**  
Phone: 732-352-9729  
E-mail: [brian.foster@qual-lynx.com](mailto:brian.foster@qual-lynx.com)  
Fax: 609-601-3192  
Cell Phone: 609-402-5218

<b>Adjusters</b>	<b>Direct Dial</b>	<b>Fax</b>	<b>Email</b>
Carol Ann Cena	609-796-9898	609-601-3192	<a href="mailto:Carolann.cena@qual-lynx.com">Carolann.cena@qual-lynx.com</a>
Tanya Johnson	609-833-9342	609-601-3194	<a href="mailto:tanya.johnson2@qual-lynx.com">tanya.johnson2@qual-lynx.com</a>

**\*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](mailto:dominic.spaventa@qual-lynx.com)  
Fax: 609-601-3188

<b>Adjusters</b>	<b>Ext.</b>	<b>Fax</b>	<b>Email</b>
William Kissane	609-833-9266	609-601-3188	<a href="mailto:bill.kissane@qual-lynx.com">bill.kissane@qual-lynx.com</a>
Nicole Cruz	732-352-9740	609-601-3188	<a href="mailto:nicole.cruz@qual-lynx.com">nicole.cruz@qual-lynx.com</a>
Deanna Merolli	609-833-2899	609-601-3188	<a href="mailto:Deanna.merolli@qual-lynx.com">Deanna.merolli@qual-lynx.com</a>
Melinda Young	609-833-9361	609-601-3188	<a href="mailto:melinda.young@qual-lynx.com">melinda.young@qual-lynx.com</a>

## **ADMINISTRATION**

Chris Roselli, Account Manager

Direct #: 609-833-2176

E-MAIL: [chris.roselli@qual-lynx.com](mailto:chris.roselli@qual-lynx.com)

Cell Phone: 609-287-8569

Christine Gallagher, Client Service Manager

Direct #: 609-365-4016

Email: [christine.gallagher@qual-lynx.com](mailto:christine.gallagher@qual-lynx.com)

Cell Phone:

## **ADDITIONAL QUAL-LYNX EMERGENCY NUMBERS:**

Kathleen Kissane, AVP, Account Management

Phone: 609-833-2178

Email: [kathleen.kissane@qual-lynx.com](mailto:kathleen.kissane@qual-lynx.com)

Cell Phone: 609-457-3752

Shelly Long, Director of Claims

Phone: 609-833-9267

Email: [shelly.long@qual-lynx.com](mailto:shelly.long@qual-lynx.com)

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