



**EMERGENCY CLAIM REPORTING PROCEDURES
BURLINGTON COUNTY MUNICIPAL JOINT
INSURANCE FUND**

P.O. Box 500
Somers Point, New Jersey 08244-0500
TELEPHONE: (609) 653-8400

**IN AN EMERGENCY CONTACT SCIBAL
IMMEDIATELY**

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

**FOR WORKERS' COMPENSATION CALL THE QUALCARE
HOTLINE 1-888-342-3839**

CALL SCIBAL: (609) 653-8400 OR (800) 367-0138

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

**EMERGENCY PROPERTY/CATASTROPHIC CLAIMS
NUMBERS:**

Cell (609) 335-4988 • Beeper (609)-569-6444

CONTACTS

ADMINISTRATION

**Alice H. Lihou
Vice President, Account Management & Claims Operations**

Ext. 2036

E-MAIL: alihou@scibal.com

Cell Phone: (609)-335-2295

JIF CLAIM UNITS

WORKERS' COMPENSATION CLAIMS

Patricia Davidson, Unit Supervisor

Ext. 2104

E-Mail: pdavidson@scibal.com

Fax: 609-601-3164

Adjusters	Ext.	Fax	Email
Clifford P. Meeks Jr.	2071	609-601-3178	cmeeks@scibal.com
Brenda Russo	2054	609-365-4012	brusso@scibal.com
Karen Poley	2059	609-601-3196	kpoley@scibal.com
Kim DeLaurentis	2079	609-601-3196	kdelarentis@scibal.com
Karen Urbano	2268	609-601-3196	kurbano@scibal.com
Tammy Langsdorf	2097	609-601-3196	tlangsdorf@scibal.com
Rachel Ruiz	2061	609-601-3196	rruiz@scibal.com
Katie Harvey	2329	609-601-3196	kharvey@scibal.com
Remy Neal	2107	609-601-3196	rneal@scibal.com
Mary Jane Tomasello	2096	609-601-3196	mtomasello@scibal.com

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

**QUALCARE, INC.
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 **QUALCARE 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.

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

Report all Property claims to:

Christopher Roselli, Property Claims Supervisor Ext. 2037

E-mail: croselli@scibal.com

Fax: 609-601-3192

Cell Phone: 609-335-4988

Adjusters	Ext.	Fax	Email
Christopher Roselli	2037	609-601-3192	croselli@scibal.com
Eileen Stasuk	2023	609-601-3193	estasuk@scibal.com
Doris Moore	2067	609-601-3194	dmoore@scibal.com
Mary Jane Brennan	2302	609-601-3160	mbrennan@scibal.com

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

LIABILITY (GENERAL, AUTOMOBILE)

Report all Liability claims to:

Diane Lefever, Unit Supervisor

Ext. 2042

E-mail: DLefever@scibal.com

Fax: 609-601-3188

Adjusters	Ext.	Fax	Email
Barbara Maclean	2087	609-601-3188	bmaclean@scibal.com
Karen Berenato	2112	609-601-3188	kberenato@scibal.com
Sandy Kellerman	2076	609-601-3188	skellerman@scibal.com
Jose (Don) Abo	2066	609-601-3188	dabo@scibal.com
Diane Payne	2051	609-601-3188	dpayne@scibal.com

EMPLOYMENT PRACTICES LIABILITY / PUBLIC OFFICIALS LIABILITY

EPL/POL claims:

Kathleen Tyler Schohl, Account Manager

Ext. 2041

E-mail: KTSchohl@scibal.com

Fax Number: 609-601-3177

Adjusters	Ext.	Fax	Email
William Bruce	2090	609-601-3176	wbruce@scibal.com
Mark Rudisill	2075	609-601-3177	mrudisill@scibal.com