



## PROCEDURES FOR AFTER HOURS CALLS

**Business Hours: Monday through Friday 8:00am to 5:00pm**  
**The claims office is closed on most nationally recognized holidays**

**For emergency after hour's calls:**

- 1) CALL IN ORDER AS LISTED starting with #1 and proceeding down the list until someone is reached. If multiple numbers are shown, dial both numbers for those individuals. If a voice mail is reached, please leave a message and a call back number before moving to the next number.**
- 2) Non-Emergency after hour's calls should be handled during regular business hours listed above.**

**ON CALL LIST:**

Ted Ursino	Ted_Ursino@corvel.com	Cell: 916 439-9998
Beth MC Cormack	Beth_Mccormack@corvel.com	Cell: 916 693-7353
Glenne Hawkins	Glenne_Hawkins@corvel.com	Cell: 916 214-6813
Pamela Robison	probison@carewestins.com	Cell: 916 953-9492

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***NOTE: \*An emergency call involves loss of life, limb, or major catastrophic event involving severe or multiple person injuries***

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