

F Y I Date
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F Y I

Inspector Tips and Tricks

LC360 Tips:

- The “Training” tab has a ton of great resources for all inspectors.
- Don’t forget, always use MS-Internet Explorer when you are using Rapid Sketch.
- You can have more than one browser tab open at a time if you are working on more than one report.

300 Valentine Street
Suite F
Hackettstown, NJ 07840

PHONE:
(908) 850-4110

FAX:
(908) 850-5422

E-MAIL:
dweeks@hsreports.com

We’re on the Web!

See us at:
www.hsreports.com

H&S Loss Control Inspections, Inc. (908) 850-4110

Call the H&S Office

Sometimes it is tough to get cooperation from the insured. As an inspector for H&S we are still to be polite and behave in a professional manner.

Even after we have arrived at the site for our pre-arranged appointment, the insured may be less than helpful and even cancel the appointment or refuse us entry to the property.

In this situation, always call the H&S office and discuss what to do next.

You always should take pictures and make observations.

Be creative. Be a detective. Don’t give up.

You may notice a natural gas meter or an oil tank which may tell you the type of heating. You may be able to interview a

tenant or a maintenance person or the business manager.

Observe the surroundings. If the property is in an area that is hazardous, that information is valuable to the underwriter. For instance, if the property is next to a fireworks factory, the underwriter might want to refuse the policy.

Paycheck Invoicing

Loss Control 360 makes it super easy for you to invoice for you paycheck.

Just go into the “My Paychecks” tab.

1. Select “My Checks”.
2. Select the paycheck item for the billing period you wish invoice.
3. Highlight the payment information, copy, and paste the information into your Microsoft Word or Excel invoice letterhead.

4. Save the invoice and email the document to Linda Hoyt at :

lhoyt@hsreports.com

The LC360 payment information is available during the first week of every month.

Paychecks are issued on the 15th of every month.

If you see any items on the LC360 payment information that you disagree with or have questions about, now is the time to contact the

H&S office and resolve it. Call (908) 850-4110 and ask for help on the issue.

It is easier to resolve issue and get paid correctly if you resolve any issues prior to the 15th.

Do not wait until the paychecks are issued to address issues.