## fettig.jobs

Grand Rapids OfficeCedar Springs OfficeLowell Office265 Leonard St NW4322 14 Mile Rd NE11635 Fulton S (616) 975-3011 (616) 884-2088

4322 14 Mile Rd NE 11635 Fulton St E Ste #300B 12465 James St #2 Grand Rapids, MI 49504 Rockford, MI 49341 Lowell, MI 49331 (616) 288-0140

Holland Office Holland, MI 49424 (616) 335-6770

## **Employee Injury Reporting Procedure**

## If you are injured on the job and it's a medical emergency dial 911 or go to the nearest hospital

If the injury is not an emergency, follow these steps:

- 1. Inform your Supervisor at the client where you are working.
- 2. Call GB Care/PC 365 at (866) 441-2301
  - A nurse will assess your medical needs and instruct you on a treatment plan.
  - However, if the nurse believes you need additional medical assistance, you will be referred to Med-1:



Med 1 – Leonard 24 hours/365 days 1140 Monroe Ave, Ste 150 Grand Rapids, MI 49503 616-459-6331

Med 1 – Breton M-F 7am – 6pm 4433 Breton Ave SE Kentwood, MI 49508 616-281-6000

3. Call Fettig at 616-975-3011 to inform them of your injury. If the injury occurs after office hours, please leave a message and we will call you back.