

## 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

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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.