



American Payroll and Benefits I, LLC  
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## **WORKERS' COMPENSATION REPORTING PROCEDURES FOR INJURED EMPLOYEES**

**In the event of a life-threatening emergency, please call 911 or seek treatment at the nearest emergency facility.**

### **Step 1: Report Accident Immediately**

Call American Payroll and Benefits I, LLC immediately at 352-624-1999 and Press “5” for an Injury Coordinator.

*This extension is available 7 days a week, 24 hours a day. If you are unable to speak with an injury coordinator, please leave a detailed message with your name and a return contact number and seek treatment at the nearest urgent care clinic or hospital. Your call will be returned as promptly as possible.*

### **Step 2: Medical Treatments for Injuries**

American Payroll and Benefits I, LLC will coordinate the initial medical treatment for the injured employee with an authorized medical provider.

*If the injury is life threatening, please seek treatment at the closest hospital or call 911 immediately.*

### **Step 3: Post-Accident Drug Testing**

All employees with a work-related injury must submit to a post-accident drug test at the time of initial medical treatment. If the care facility is unable to administer a post-accident drug screen, the employee must notify employer immediately and submit to one at a directed care facility the next day. Failure or refusal to submit to drug testing could jeopardize workers' compensation benefits. A picture ID will be required at the medical provider location.

### **Step 4: Fax or Email Completed Reports**

Complete the “First Report of Injury” form and send to American Payroll and Benefits I, LLC within 24 hours. This form is additionally available on our website at [www.APBpayroll.com](http://www.APBpayroll.com)  
Please fax to: 352-342-9356 or email to [Team1@APBpayroll.com](mailto:Team1@APBpayroll.com)

**All injuries are to be reported immediately. Failure to comply with the reporting requirements may jeopardize the timely administration of benefits and impose penalties on the employer by the Division of Workers' Compensation.**