



American Payroll and Benefits I, LLC
PO Box 189 Ocala, FL 34478
Phone: 352-624-1999 Fax: 352-342-9356

REPORTING PROCEDURES FOR INJURED EMPLOYEES

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

Steps to Reporting a First Notice of Injury:

Step 1: 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: 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 Please fax to: 352-342-9356

Please include any Supervisor Report of Injury and Witness Report of Injury, if applicable.

Step 3: The employee is required to submit to a drug test within 24 hours of the injury. Identification documents required are:

- ❖ Driver’s License or Picture I.D.
- ❖ Social Security Number

Please remember that all injured employees are required to submit to a drug test within 24 hours of the injury.