



395 West 600 North
Lindon, UT 84042

PO Box 849
Pleasant Grove, UT 84062

Injury Reporting Policy

All employees who suffer a work-related injury must follow the injury reporting procedure as outlined below:

1. All work-related injuries, no matter how minor, must be reported to the employee's supervisor on the **same shift** during which the injury occurred.
2. A Plus Benefits must be notified of all work-related injuries within 24 hours. A Plus can be notified by completing the "Supervisor's Incident Report" and faxing or mailing it.
3. If the injury requires medical treatment, the employee must see a designated medical provider. Please see your immediate supervisor for a list of designated medical providers in your area.
4. If the employee's injury is life or limb threatening (excess loss of blood, severed limb, etc.), the employee should report to the nearest emergency facility or call 911.
5. After receiving medical treatment, employees are required to report back to their immediate supervisor. If the doctor gives work restrictions, the employee is required to contact their immediate supervisor to determine if modified work is available to meet the restrictions given by the attending physician.

To report an injury call:

(801) 443-1090 or (800) 748-5102

Send medical bills to:

**A Plus Benefits
PO Box 849
Pleasant Grove, UT 84062**