An injury occurs at work

- COGH directs treatment for the first 28 days
- If you go to the Emergency Room, tell them it is a workers’ comp injury and to bill the City of Grand Haven. Do not provide your health insurance card.
- Employees will need to use own time/accruals for appointments after the initial visit
- If an employee needs a ride to the doctor after an injury occurs, contact a friend or family member due to liability concerns
- If a prescription is needed, you may go to any pharmacy, pay out-of-pocket and send the receipt to HR for reimbursement.
- Mileage may be reimbursable through the workers’ comp administrator
- Work-related injuries are confidential. Files are stored separately with limited access.

No treatment is needed

Complete an injury report with supervisor

If you later realize treatment is needed, contact HR

Need medical treatment during work hours

Contact HR for authorization and location of medical provider

Complete an injury report with supervisor

If an injury happens or pain worsens after normal business hours and treatment cannot wait, seek treatment at North Ottawa Community Hospital

Need medical treatment during non-work hours

If an injury happens or pain worsens after normal business hours and treatment cannot wait, seek treatment at North Ottawa Community Hospital

True emergency

Go to the nearest emergency room or, if necessary, call 911

Contact HR the next day to follow up with information or authorization for treatment

Complete an injury report with your supervisor

Workplace Health
923 S Beechtree
Suite 9
Grand Haven, MI 49417
616-847-6233
M-F 7:30 am-5 pm

North Ottawa Community Hospital
1309 Sheldon Road
Grand Haven, MI 49417
Emergencies Only 24/7