

# Employee Expectations: Performance Based Referrals to the EAP



## **What I need to know as an employee:**

- Your employer is requiring an EAP assessment.
- Please read this page carefully to understand your responsibilities and how to meet your employer's expectations.

## **Participation with the EAP assessment process:**

- Schedule an appointment with an EAP Counselor by calling 800-433-2320.
- Keep scheduled appointments and answer questions in a cooperative, truthful manner. Follow through with treatment recommendations.

## **Participation with the treatment plan requires:**

- Signing a *limited* release of information to your employer for the EAP to report compliance or non-compliance with the treatment plan.
- Following completion of the EAP assessment, your progress will be monitored and reported to your employer according to the limited release of information. Missing appointments or not following through with treatment recommendations within the specified time period will be reported as non-compliance. Keeping appointments and following recommendations within the specified time period will be reported as compliance.
- That your treatment plan may be modified as new clinical information emerges.

## **Participation with employer requirements include:**

- Meeting employer job performance and conduct expectations.
- Abstinence from psycho-active drugs and mood-altering substances during the EAP assessment and treatment. Exceptions will be based on medical necessity and coordinated with the prescribing physician.

The cost of treatment, beyond that provided by the EAP, is your financial responsibility. Health insurance may cover a portion of treatment costs.