

Employee Assistance & Wellness Programs
Specialty Behavioral Health Network
Managed Behavioral Healthcare
Organizational Development

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MINES AND ASSOCIATES EMPLOYEE ASSISTANCE PROGRAM

Mines and Associates, Inc., has been retained by your organization to offer a designated number of confidential consultation sessions per year for you and the members of your household at no charge. After the assessment today with your EAP advisor, he/she will determine whether or not your problem is appropriate for solution-focused psychotherapy. Addictions, severe depression or anxiety, serious suicide attempts, destructive acting out and abuse issues commonly require longer term assistance than the EAP can provide. If further care at a treatment agency or with a private practitioner becomes a recommendation, the cost of that treatment will be your responsibility. Often the cost can be defrayed by your medical benefits. However, not all counseling is reimbursable under every policy. *Although we make every effort to refer you to an individual or agency with whom you can use your benefits, the ultimate responsibility for verification of coverage is yours. You may use the remaining EAP sessions later in the year should another problem arise.*

Please remember that the EAP advisor is acting in your best interest when deciding whether or not to refer. Since EAP/MAP sessions are limited, it may be difficult to change therapists if longer treatment is necessary.

Failure to keep an appointment without notifying us 24 hours in advance is considered a used session.

IF YOU HAVE MADE THIS APPOINTMENT ON YOUR OWN, no one outside the EAP will know of your visit here unless you tell them. No one outside the EAP will get any information about you from the EAP unless you so instruct us in writing.

IF YOUR MANAGER, SUPERVISOR OR STEWARD HAS ARRANGED THIS APPOINTMENT FOR YOU because of problems with your work performance, he or she will receive the following information from us:

- ◆ That you kept your appointment.
- ◆ Whether or not we have made a recommendation.
- ◆ Whether or not you accept/follow the recommendation.

IF YOUR TREATMENT IS OR BECOMES COURT ORDERED, those sessions may not be covered.

Exceptions to your right of confidentiality are prescribed by law, such as child abuse and endangering self or others.

If you work for a Department of Energy (DOE) contractor or subcontractor, disclosure may also occur if:

- ◆ "The client is deemed as unfit for duty and/or a threat to national security identified in 10 CFR, Part 710.08 (Rocky Flats employees only)."
- ◆ "The records may also be provided to other organizations within the Company if a legitimate need to know exists, such as the legal department, for the defense of an action or claim brought against the Company and for which this information is relevant."
- ◆ Federal law and regulations do not protect any information about a crime committed by a client, either at the program or against any person who works for the program about any threat to commit such crime. **THESE THREE EXCEPTIONS DO NOT APPLY TO ANY OTHER MINES & ASSOCIATES' CONTRACT.**

I give my permission for Mines and Associates, Inc., to release information to my insurance company and to call me at work and/or home for follow-up regarding satisfaction with these services.

I have read and understood this form.

(Client Signature)

(Date)

(Witness Signature)

(Date)