



The Employee Assistance Program (EAP) provides short-term solution focused counseling for the employee's presenting concerns. There is no charge to you for the EAP service as it is a benefit provided to you by your company. Please consult with your employer or your EAP counselor if you are unsure of the number of sessions your company provides.

Confidentiality

Aside from the noted exceptions below, Benedict Associates will not disclose anything about you or your participation in the EAP without your written consent.

Exceptions exist in the following circumstances:

- *The counselor believes you are a danger to yourself or others.*
- *You reveal that a child or vulnerable adult is being abused, or neglected*
- *A judge orders a counselor to provide clinical records, or testimony.*

If you ask the counselor to speak to someone on your behalf, you will be asked to sign a release of information form.

Formal Management Referral

If your employer requests that you see an EAP counselor due to work performance problems (Management Referral), the counselor will liaise with your manager regarding your attendance and your general progress related to work issues ONLY.

Cancellation Policy

We have a 24-hour cancellation policy.

If you cannot make your appointment, please contact us. Your employer provides a limited number of sessions; no shows or late cancellations are counted as sessions used.

Benedict Associates serves both EAP and private clients. Should you decide to continue with us beyond your EAP benefit coverage, arrangements can be made to continue as a private client. Your counselor will discuss this option with you.

I have read and understand all aspects of the statement above:

Print name

Date

Day Month Year_

Signature of client – or parent/legal guardian

Signature of spouse/partner -if in couples counseling