

# SUNSET COUNSELING CENTER

• I N C O R P O R A T E D •

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## EAP Benefits General Information and Client Guide

*This form provides you, the client, with information regarding using your EAP benefits at Sunset Counseling Center, Inc.*

### **WHAT EAP BEHAVIORAL HEALTH BENEFITS ARE:**

EAP Behavioral Health benefits are provided by your employer as part of your employee benefits. Your employer has contracted with an EAP company to coordinate additional services that will help you balance your life outside of work. These benefits are free to you and assist you in acquiring short-term assistance and linkage to additional resources and/or services if necessary. The number of sessions allowed for each benefit year is determined by the contract between your employer and the EAP company they are using to administer those benefits. The number of authorized EAP Behavioral Health sessions is typically between 3 and 10 sessions per benefit year. The EAP company sub-contracts to various providers to provide direct client services.

### **WHAT THE ROLE IS OF AN EAP MENTAL HEALTH PROVIDER:**

Your EAP mental health providers role is to complete an initial assessment, in which they gather information regarding what the problem area is in your life, how it impacts all areas of your life, and what you need in order to improve functioning related to your occupational, social, personal, or legal areas of your life.

The EAP provider will determine what your immediate needs are and will provide brief interventions, those will include increasing your access to outside support, use of your natural support systems, and increasing your coping skills to manage external distress.

Upon the last EAP session, your provider will make recommendations regarding the need for further treatment. If further treatment is needed they will discuss your payment options for such continued services. If you will be using primary insurance benefits, they will assist you in obtaining at least two providers who are in your insurance network. If you choose to continue services with your EAP provider and they are not in-network with your primary insurance, they will assist you in determining what your out-of-network benefits are, and your options for private pay.

### **WHAT THE ROLE IS OF AN EAP CONSUMER:**

As an EAP consumer, you will work with your provider to complete the necessary New Client Intake Packet as well as additional EAP forms as required by each individual EAP company. You will provide information regarding your primary insurance benefits so that your EAP provider can assist you in coordinating further treatment beyond your free EAP sessions if necessary. You will ensure prior authorization for EAP services are obtained and that the EAP company has provided Sunset Counseling Center with the EAP authorization number and referral packet if applicable. You will keep all scheduled EAP appointments scheduled weekly in order to complete the EAP assessment, recommendation, and referral process. You will notify your provider if you have terminated your employment with your employer whom you are receiving your EAP benefits from as this will impact the authorization and payment for such services.

### **WHAT WE HOPE TO PROVIDE TO OUR EAP CLIENTS:**

As an EAP provider we hope to provide immediate services to clients that include offering linkage to outside resources when necessary, increasing your use of your natural support systems, improving immediate functioning in all areas of your life by providing coping skills, conflict resolution skills, communication skills, and relaxation skills. We also hope to connect clients with additional services beyond their free EAP services, when needed, in order to assist our client's in returning to a higher quality of life and overall well-being.

Please sign below indicating that you have read our guide for EAP benefits received by one of our providers at Sunset Counseling Center, Inc.

\_\_\_\_\_  
CLIENTS NAME

\_\_\_\_\_  
CLIENTS SIGNATURE

\_\_\_\_\_  
DATE