

Spirit of Peace Clinical Counseling

**QUESTIONS TO ASK YOUR EMPLOYEE ASSISTANCE COMPANY**

*Employers use Employee Assistance Companies sometimes as a health care benefit to employees. The employer will provide a specific number of sessions of counseling (paid for by the employer). To help you understand what your EAP benefits are, simply ask the EAP Company the following questions. Although not every area of treatment is covered on this form, it should clarify most questions and be useful in submitting claims.*

*Date you called your EAP company \_\_\_\_\_*

*Name of Employer providing EAP services \_\_\_\_\_*

*Who is the Employee with these benefits (client, spouse, parent)?*

\_\_\_\_\_

*Name of the EAP company*

\_\_\_\_\_

*Name of the Person who gave you the information*

\_\_\_\_\_

*What do I need to do to access my EAP benefits?*

\_\_\_\_\_

*How many EAP sessions are allowed? \_\_\_\_\_*

*What is the authorization number? \_\_\_\_\_*

*What are the effective dates of the authorization?*

\_\_\_\_\_

*What is the address my Provider will use to mail my claim forms?*

\_\_\_\_\_

*Does the EAP company require their paperwork or forms be sent to bill for these sessions? YES NO*

*Is (Clinician's Name / Credential) a provider in this EAP network? YES NO*