

For a confidential appointment with a therapist in our Western Indiana (WI), Northern Indiana (NI), or Illinois (IL) office locations, please call (800) 747-7262 or (219) 662-3730.

Chesterton
Crawfordsville
Crown Point
Dyer
Hammond
Hobart
Lafayette
Michigan City
Mishawaka
Munster
Olympia Fields
Rensselaer

For a confidential appointment with a therapist in our Central Indiana (CI) office locations, please call (800) 963-0060 or (317) 528-7900.

Indianapolis
 Mooresville

CONTINUING CHRIST'S MINISTRY IN OUR FRANCISCAN TRADITION



PROVIDING CHOICES FOR YOUR EMPLOYEES



ABOUT EAP

The Employee Assistance Program (EAP) is sponsored by your organization at no charge to you. It is designed to help you identify personal problems and find appropriate resources or services to resolve them. Your employer has established an EAP to help you resolve a wide range of personal problems that could have a negative effect on job performance or in your personal life.

These include:

- Stress
- Alcohol and drug abuse
- Marital/relationship problems
- Dysfunctional family relationships
- Financial hardships
- Decline in work performance
- Depression
- Anxiety

Your employer believes providing EAP services is in the best interest of employees and their families. These services assist individuals in being fully productive in their personal and work lives.

Did you know...

- Many problems can be successfully resolved, provided the problem is identified early and assistance is obtained.
- Employees or their household family members can access EAP directly without first notifying company personnel.
- EAP follows HIPAA regulations. All communication is confidential.

SELF REFERRAL TO EAP

All employees and their household family members are eligible to seek consultation for personal problems. When employees or household family members of employees recognize they have personal problems and feel they might benefit from EAP, the company encourages them to seek assistance.

Procedure:

- The employee or household family members may contact EAP directly, identifying himself or herself as an employee or household family member of the company.
- All information regarding the employee or household family member request for assistance will be held in strict confidence. Supervisors will not receive any information unless the employee provides a written release of information.
- No EAP case records will be kept in an employee's personnel file.

CONTACT EAP

Why should I use EAP?

Problems that start at home may affect your performance at work. If you have a problem, it just makes sense to use every resource available to improve the situation. EAP is available to help you and your family.

What happens when I call the EAP office?

When calling the EAP office nearest you, state your company's name and tell them you are an EAP member. Tell the staff that you are interested in making an appointment and they will assist in arranging a time that is convenient for you.

What happens during the initial EAP visit?

The initial session provides an opportunity for a professional counselor to sit down with you and discuss your concerns. The counselor will explore the problems you are experiencing and work with you to discuss possible solutions.

When are appointments available?

Appointments may be scheduled Monday through Friday during day and evening hours. We will work with your schedule to determine the most convenient appointment time.

EAP SERVICES

- Confidential problem assessment for employees and their household family members.
- Short-term counseling for employees and household family members.
- Consultation to supervisors and managers on how to handle work performance issues.
- Training for employees on how and when to use EAP.
- If you're in need of a supervisory consultation or information regarding formal EAP referrals, please refer to your manager guide or contact our office directly.

