

FOCUS of St. Peters  
An Employee Assistance Program

**PURPOSE:** The Employee Assistance Program (EAP) is provided as a benefit to employees and their immediate family members to promote wellness.

Over 10 million people in America's workforce suffer from personal problems which adversely affect job performance and attendance. Whatever the cause, job performance will not improve unless the basic problem is properly diagnosed and treated. What kinds of problems can affect job performance and attendance?

- Anxiety and Stress • Depression • Loneliness • Alcohol/Drug Abuse • Family Problems
- Physical, Sexual or Emotional Abuse • Couples Problems • Sexual Dysfunction
- Poor Communication • Career Conflicts • Financial Difficulties

**HOW DO I ACCESS THE EAP?** If you or a family member need to access the EAP, please call the EAP line at 447-2444. Leave your name, phone number(s), and a good time to reach you. An EAP counselor will return your call within 24 hours. From the time of contact with the EAP counselor, an appointment will be scheduled within 72 hours, with urgent needs given priority.

**WHERE IS THE EAP OFFICE LOCATED?** To increase confidentiality, the EAP office is located at 535 Saddle Drive.

**CALL THE EAP AT 447-2444**  
**EAP OFFICE IS LOCATED AT 535 SADDLE DRIVE**

**HOW MUCH DOES IT COST?** When you or family members seek help from the EAP, up to four (4) sessions are provided by the EAP counselor **FREE OF CHARGE**. These visits are not counted as part of your health insurance benefit.

**WHAT ABOUT CONFIDENTIALITY?** In keeping with ethical and legal guidelines that apply to EAP services, all information about you is strictly confidential. There are no computer records and only EAP counselors have access to any information about you. By law, certain situations must be reported. The law states that all health care providers must report to the proper authorities if they believe a client may be at risk of imminent harm to themselves or another person or if child or elder abuse is involved. When asked to see the EAP by your supervisor, the only information that may be provided to them is whether or not you were seen by the EAP. This information may only be shared upon your written permission.

**WHAT IF I NEED A REFERRAL?** The EAP counselor will work with you to assess and resolve your problem within four sessions. If this is not possible, however, you will receive a referral to an appropriate professional or program in the community. Charges for such community resources may be partially paid through your insurance. You are encouraged to verify coverage with your insurance carrier.

**WHO ARE THE EAP COUNSELORS?** The EAP counselors are mental health professionals who provide assessment and brief therapy to respond to a wide variety of problems. They will help you to focus on a workable solution to the problems you present.

**WHAT ABOUT EMERGENCIES?** We realize that emergency situations may arise that call for immediate assistance. If your situation warrants immediate attention, we ask that you contact the Emergency Room of St. Peter's Hospital or call the Crisis Line at 443-5353.

**DOES THE EAP PROVIDE OTHER SERVICES?** The EAP also provides educational services and departmental consultation to promote a healthy work environment.