



## Ascension WI EAP

Greetings,

Welcome to Ascension WI EAP as an EAP Affiliate. Thank you for choosing to work with us!

To start working with us, we need you to complete the Affiliate Application and W-9. Please fax them to 920-328-1436 or e-mail to [eap@ascension.org](mailto:eap@ascension.org). Please include a copy of your malpractice insurance, and a copy of the license/credentials for all interested providers.

After we receive the application and other documents, we can begin to send you authorizations for service. When we get a request for EAP service in your area, we will fax you a service authorization with the client's name, phone number and the number of sessions that we are authorizing. This authorization will also have the presenting issue and any notes regarding our contact with the client that would be useful to you. You are always welcome to call or email us with any questions. Please do not see an EAP client who has contacted you directly without authorization from Ascension WI EAP first. You can call us or encourage the client to call us directly to get that authorization.

In the first session, please complete the client intake form, the statement of understanding and give the client the HIPAA privacy form. When needed, complete the Freedom of Choice form. This form is used when the client is being referred to services beyond the scope of EAP, such as outpatient counseling. You complete the form if you are offering to be one of the outpatient providers that the client may choose to see (you need to offer at least two additional options please).

The invoice can be faxed or emailed to us after each session. Reimbursement will be \$      per hour of face-to-face service. Please submit your invoice and paperwork in a timely way, so that we can also pay you in a timely way.

When you close out the client's services, simply fill out the closing statement at the bottom of the intake form and return that to us. If you ever need to request additional sessions, please contact us at 1-800-540-3758. Each company contract is different, so we may authorize anywhere from 1-8 sessions.

In the past you may have known our EAP as Affinity EAP, Ministry EAP, Associated Employee Assistance Services or Employer Solutions EAP. That's a lot of names to remember! Going forward you will see our logo and paperwork reflect our new name Ascension WI EAP. We are happy to be providing the same great service as we always have!

Thanks again for working with us!

The Ascension WI EAP Team