New Referral Authorization
and
Instruction Form for **New Referral Client**

Assessing Clinician:

HelpNet EAP has made the following Referral to you:

Assessing Clinician is initially authorized 3 sessions. The first appointment must be completed within 30 days of the referral date.

Instructions:

- The Client Intake Referral Form is attached. Upon receiving the referral you should contact the client and offer an appointment within (2) business days. If you are unable to contact the client within the two days, please call HelpNet and notify intake staff. ***For Job Jeopardy or Formal Management Referrals*, *please contact your case manager after each session to provide an update on the client's compliance, clinical impressions, attendance, and next scheduled appointment.***

First Session:

- The client signs the "Release of Information."
- The provider completes and returns within 48 hours the "Clinical Assessment Form" and "Release of Information".

Sessions 1-3:

- Provider completes the assessment and if additional sessions are needed, please complete "Request for Additional Sessions Form" and fax to 269-245-3899.

Final Session:

- Provider completes the Discharge Summary
- Provider completes the Provider Invoice
- Inform client they may take a satisfaction survey at https://www.surveymonkey.com/r/Helpnetcounseling

All Invoices need to be submitted back to HelpNet within 30 days of the last session. Failure to do so may result in nonpayment of services provided. Please do not communicate directly with the client's employer or union representative. Please contact your case manager for any communication requests to the employer.

NOTE: All forms underlined above are accessible on our website at helpneteap.com. If you are unable to access forms on our website, please call 1-800-969-6162.