

SOUTHERN OREGON

EMPLOYEE ASSISTANCE PROGRAM, INC.

*MEMBER OF
EMPLOYEE ASSISTANCE
PROFESSIONAL ASSOCIATION*

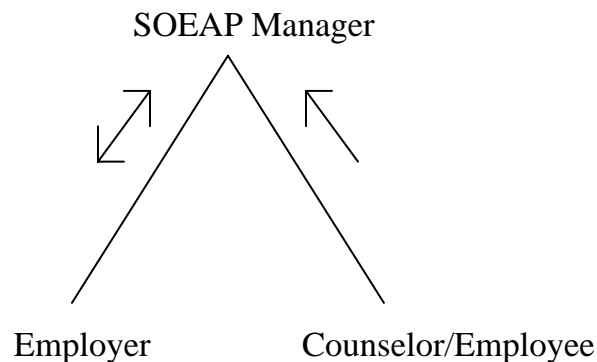
RE: Mandatory Referral

To the employee:

Your employer has decided to refer you to an SOEAP counselor. Our counselors have considerable experience in discussing and treating workplace and personal problems.

SOEAP wants you to understand how this process works. Your employer has called the SOEAP main office, triggering a process in which an SOEAP manager is going to be talking with your employer about what led your employer to make the mandatory referral. You will be asked to make an appointment to see one of our counselors. When you go to your first counseling session, your counselor will ask you to sign a Release of Information that will allow your counselor to communicate with the SOEAP manager.

If you also sign a Release of Information that permits your employer to give to and receive information from the SOEAP manager, we will have the following arrangement:



These releases will allow an exchange of information between your employer and the SOEAP manager, as well as allowing your counselor to provide some information to the SOEAP manager; this information may be passed along to the employer. This may seem cumbersome; however, SOEAP feels that it is important to keep your counselor and your employer at “arm’s length”, so that you do not worry that they might exchange information that would not be in your best interest.

In allowing the disclosure of this information, you should know that (1) your consent may be revoked by communicating with your counselor or the SOEAP manager, (2) you may refuse to sign the counselor's authorization to disclose, and (3) while SOEAP and its counselor adhere to the state and federal statutes regarding confidentiality of personal health information, your employer may or may not adhere to the same privacy standards.

You have up to three sessions, each lasting almost one hour, to discuss your plan with your SOEAP counselor. This process may be as open-ended or focused as you wish, though your employer will require that your plan address the employer's concerns. This should also be done in a timely manner, since your employer is waiting for feedback, and is likely concerned about your well-being. Depending on the arrangements that you have made with your employer, this plan may have to be developed before you return to work.

Please call your SOEAP office (541-269-5077 or 1-800-342-4127) or your employer or me (541-756-2552, fax 541-756-0217), if you have any questions about these procedures.

Sincerely,

Gary L. Gregor, Ph.D.
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GLG:dtl