

*SOUTHERN
OREGON*

EMPLOYEE ASSISTANCE PROGRAM, INC.

*MEMBER OF
EMPLOYEE ASSISTANCE
PROFESSIONAL ASSOCIATION*

RE: Mandatory Referral

To the employer:

Thank you for allowing SOEAP to manage this mandatory referral. As you can see from the enclosed letter to the employee, SOEAP prefers to manage the mandatory referral, in order to keep an “arm’s length” relationship between the employer and the SOEAP counselor as relates to protected health information.

PROCEDURE: Your organization will have its own procedure for discussing the mandatory referral with the employee.

1. It is a good idea to review Release A (pink form) for yourself and with the employee. If you are not able to sit down with your employee to go over this release, the release may be signed in the office of the counselor.
2. Ask the employee to call SOEAP (269-5077) and make an appointment with one of our counselors.
3. Fax or call the SOEAP main office: Voice 269-5077, Fax 267-5071, with the information on the attached Mandatory Referral form. At some point, you will be contacted by Gary Gregor Ph.D., who is the manager of all mandatory referrals for SOEAP. Please call Gary at any point during the referral or counseling process if you have questions (541-756-2552).

Sincerely,

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