

# HealthPoint Employee Assistance Program Manager Information

Employing entity:  UT Austin  UT System  UTMB Galveston  Other

\_\_\_\_\_  
Last name First name UT EID

Status:  Staff  Faculty (tenured / non-tenured)

\_\_\_\_\_  
Date of birth (MM/DD/YYYY) Gender: Home phone Work phone

\_\_\_\_\_  
Cell phone E-mail

Please list any way you consent for EAP to contact you and leave a message:  Work phone  Home phone  Cell phone  E-mail  
Please be aware that the confidentiality of email cannot be guaranteed due to the nature of electronic media. However, all correspondence by email will be treated as private and confidential in the EAP office.

**How did you learn about this service?** Please select the one entry that most accurately represents your first introduction to EAP.

- Brochure  Brown bag seminar  Co-worker  EAP e-mail  BCAL  HR staff member  Supervisor  
 HR training  Presentation  New employee orientation  Student Counseling Center  HR Web site  
 Family/significant other  Don't remember  Other

**Ethnicity** (optional) - check all that apply

- African-American  Caucasian  Native American  Asian/Pacific Islander  Hispanic  Other

May we send you a *Client Satisfaction Survey*?  Yes  No If so, where?  Home E-mail  Work E-mail

Preferred E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Job title Department Campus mail code

Insurance:  UT Select  No university insurance

Job time:  Full time  Part time \_\_\_\_\_%

Please briefly describe why you are seeking EAP services (optional):

## Information and consent

The University of Texas at Austin EAP is offered as a benefit service for faculty and staff. Our counselors are mental health and workplace consultation professionals who will help assess and address your concerns. The counselor may recommend and/or provide manager or workgroup consultation services and/or problem-solving counseling at the EAP. The counselor may also recommend consultation with another UT office, depending on your particular issue.

Your individual appointments with the EAP are private and confidential regardless of whether you are seeking personal counseling or manager consultation. EAP records are separate from all other university records and are NOT part of any Human Resource records or any other personnel file.

The counselor will answer any questions you have about the EAP. Please sign below to indicate that you understand this information and consent to services.

**I have received the notification of laws and office practices regarding privacy and confidentiality.**

\_\_\_\_\_  
Signature of employee Date

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