

HealthPoint Employee Assistance Program Non-Employee Client Information

Last name

First name

Date of birth (MM/DD/YYYY)

Gender:

Pronouns

Work phone

Cell/Home phone

E-mail

Please list any way you consent EAP to contact you: Work phone Cell/Home phone **May we leave a voicemail?** 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 HRS staff member Supervisor
 HRS training Presentation New employee orientation Student Counseling Center HRS Web site
 Family/significant other Don't remember Other

Ethnicity (optional):

- 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: _____

Insurance: UT Select No university insurance

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

Information and consent

Our counselors are mental health professionals who will help assess and address your individual concerns. The counselor may recommend and/or provide short-term problem-solving counseling at EAP, consultation with another university office, consultation with a mental health professional or physician in the community, or other services relevant to your specific situation. EAP staff members are employees of the University and are not directly affiliated with your insurance carrier. Your contacts with EAP are private and CONFIDENTIAL as required by law. EAP records are NOT part of your Human Resource Services file or any other personnel file.

I have read the information about EAP. I understand and consent to services.

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

Signature

Date

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