



Tallahassee Memorial Employee Assistance Program

The Employee Assistance Program is a confidential service offered to employees and their families. It provides:

- **Assessment and short-term counseling**
- **Information and referral**
- **Consultation/education**

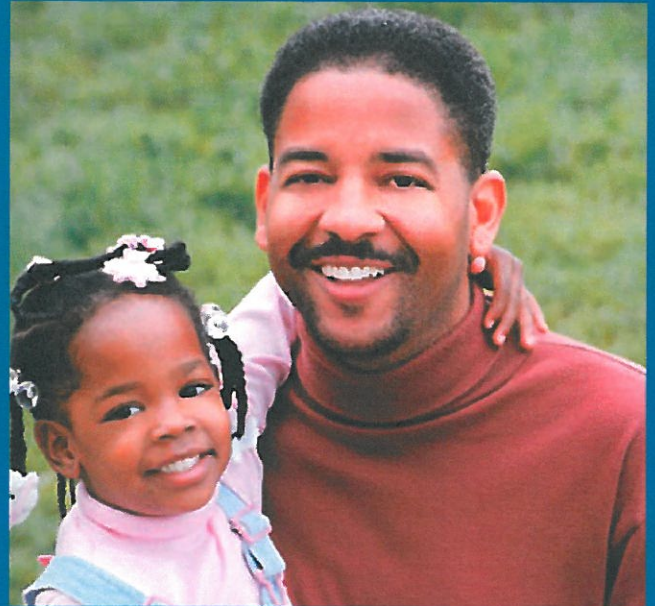
It is designed to help employees cope with personal and work issues. Everyone, at some time, experiences problems in their personal lives. Most of the time, those problems are handled before they impact job performance. But there are times when employees need outside help.

Employee Assistance helps you create solutions to your personal concerns, reduce stress and successfully balance your work and home life. It can help you find the resources to resolve issues with:

- **Alcohol and other drug abuse**
- **Family**
- **Kids**
- **Depression**
- **Time and stress management**
- **Relationships**
- **Conflict management**
- **Anxiety**
- **Finances**
- **Health**
- **Work Performance**

EAP Services are provided by Master's level counselors. Psychiatrists and psychological evaluations and services are not covered under EAP.

Alternative format of this information is available upon request.



What about confidentiality?

Confidentiality is essential to the success of the Employee Assistance Program. Employee requests for information and attendance are held in strictest confidence. Your confidentiality is protected within confines of applicable state and federal laws. Employee job security and advancement are not influenced by seeking help.

What about costs?

EAP services are provided at no cost to you. If a referral outside EAP is recommended, you are responsible for the cost of those services. Whenever possible, referral options/choices will be coordinated with your health insurance benefits.

How do I get involved?

To ask questions or schedule an appointment, call (850) 431-5190 or 877-501-0956 (toll free).

What if I have a problem that really isn't affecting my work, but I still need help?

Please call. This could be the best way to prevent your concern from affecting your job. It certainly may help you find a quicker solution.

Frequently Asked Questions

What about Confidentiality?

Confidentiality is essential to the success of the Employee Assistance Program. Requests by employers for information about EAP and your attendance participation are held in strictest confidence. Your confidentiality is protected by state and federal privacy laws. Employee job security and advancement are not influenced by seeking help. There are some legal limitations to confidentiality imposed by law which your counselor will explain during your initial visit.

What about cost?

All EAP services are provided at no cost to you, **if your employer has contracted with Tallahassee Memorial** and you are covered. If an outside referral is recommended, you are responsible for those costs. Your ability to pay and your health insurance benefits will be considered in referral options.

What if I have a problem that really isn't affecting my work, but I still need help?

Please call. This could be the best way to prevent the concern from affecting your job. It certainly may help you find a quicker solution. Check with your employer regarding drug-free workplace and employee assistance policy and procedures.

How do I get involved?

To ask questions or schedule an appointment, call The Employee Assistance Program at Tallahassee Memorial HealthCare at:

(850) 431-5190 or toll free at (877) 501-0956. For the hearing impaired TTY services (850) 431-5157

Our office hours are Monday through Friday 8-5:00 p.m. E.S.T.
24 hour/7days a week crisis availability.