

# HOW TO USE YOUR EAP IN 3 EASY STEPS

## STEP ONE

### HOW TO USE YOUR EAP

When you have a problem and need help, call ERC at **1-800-222-8590**. Many times, short-term counseling is all you need to get back on the right track. As a benefit to you, your employer offers free short-term counseling which is available to you and your family members. Services are strictly confidential and no identifying information is provided to your employer. All sessions are held with a master level clinician.

## STEP TWO

### WE'LL TALK WITH YOU ABOUT YOUR CONCERNS

In the first session, you and your counselor will discuss your specific concerns. Together you will develop an ongoing plan to help you meet your goals and schedule future appointments.

## STEP THREE

### IF NECESSARY, WE'LL REFER YOU TO ADDITIONAL SOURCES OF HELP

Sometimes additional services may be recommended to best help you reach your goals or address your problem. Your EAP counselor will help you weigh the options and refer you to the right resource for additional help. Your counselor will continue to be available to you in the future. If an outside referral is made, your counselor will follow up with you to make sure you are receiving quality services and are making progress toward your goals.