

Manager Referral Form

Reach EAP provide work-place funded psychological and counselling services with the aim of improving well-being.

This form is to be completed by the referrer (leader, manager and/or organisation representative) with the employee they wish to refer. The information contained in this referral will be provided to Reach EAP and discussed with the employee.

Although a referrer can request that Reach EAP see an employee, this is a voluntary service. If an employee does not wish to provide their information or speak to one of our practitioners, we respect this choice. Often the referrer would like feedback or information about the employee's progress and/or recommendations for supporting the person in the workplace. While the referrer is free to request this information, Reach EAP's services are regarded as confidential. Therefore, we are unable to provide information unless it is with the relevant employee's consent.

Prior to providing any requested information to a third party, Reach EAP will discuss this with the employee and will only do so with their written consent. The exceptions to this general obligation of confidentiality, include if Reach EAP is required to do so by law or believes there is a serious threat to the health or life of any person.



Manager Referral Form

Personal information (employee being referred)

Full Name

Phone Number

Email Address

Referrer details (leader, manager, organisation representative)

Reporting requests. What specific information (if any) does the referrer wish to receive?

Please refer to page 2 for regarding this.

☐ Number of sessions
attended☐ Further sessions
requested☐ Strategies to assist employee's
wellbeing in workplace

Other reporting requests (if applicable)

Goals of desired outcomes of referral

Agreed reason for referral

Signatures

Signing here, signifies that you agree to this information being passed to Reach EAP for the purposes of providing psychological and/or counselling services to the employee.

Please note: If the referrer has requested information about the employee, Reach EAP will discuss this with the employee and can only provide this with the employees specific, written permission.

Full Name (Employee)

Date

Signature

DD/MM/YYYY

Full Name (Manager)

Date

Signature

DD/MM/YYYY

