

Manager Referral Form

Employee name: _____ Referring Manager Name: _____
 Organisation: _____ Additional Manager Name (optional): _____
 Location: _____ P/O number (if required): _____
 Presenting issue/s: _____

Background information for the Professional (detail clearly):

Authority to disclose information

I (client/employee), _____ hereby authorise EAP Services Limited to release the following information to the person or persons named above.

- Letter of attendance including name of EAP Professional.
- Interim Report after 1st session (optional).
- Final Report: summary of outcomes.

If you do not require information on sessions or attendance, please do not use this form and instead email nsc@eapservices.co.nz to have an informal case created for your staff member.

I understand I have the right to inspect any written information that may be disclosed:

Employee name: _____	Position: _____
Email: _____	Mobile: _____
Date: _____	Signature: _____
Manager name: _____	Position: _____
Email: _____	Mobile: _____
Date: _____	Signature: _____
Additional Manager Name (optional): _____	Position: _____
Email: _____	Mobile: _____
Date: _____	Signature: _____

All formal Manager referral programmes are 3-6 sessions. Please note each report requested is a standard charge of 1 session. This form is to provide the EAP Services Professional with appropriate information in relation to this Manager Referral. Both the manager and employee must initial and sign this form; thereby agreeing for this form to be emailed to Manager.Referral@eapservices.co.nz in order for EAP Services to then contact the employee to schedule their first EAP session.