



Avers & Biddle Counseling Associates LLC
1681 Crown Avenue Suite 10 Lancaster, PA 17601
PHONE (717) 208-6686 FAX (717) 208-6687

EAP Benefits Policy

Policy for Clients Utilizing EAP Benefits

To ensure a smooth process when using your Employee Assistance Program (EAP) benefits, please adhere to the following steps:

1. Notification: Inform your therapist about your EAP benefits prior to your first appointment.
2. Verification: Allow us to verify that we participate with your EAP company.
3. Required Information: Provide your therapist with the following details:
 - a. Name of the EAP company
 - b. EAP authorization number
 - c. Number of sessions authorized
 - d. Valid date range for the sessions
 - e. Contact person at the EAP company

Important Notice: If EAP information is provided after services have been rendered, we will not reprocess past claims. We will bill your EAP, if it is a participating company, starting from the date we receive the necessary information.

Your signature below indicates that you have read this form and agree to abide by its terms while you are receiving services at this office.

Client Name - Relationship to Client	Client Signature	Date
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Witness Name	Witness Signature	Date
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