

Administrative Referral: Information for the Employee

01 Call C&FS EAP

It is your responsibility to call EAP at 716-681-4300 to complete intake, learn more about confidentiality and to schedule your first appointment. The deadline for initial contact to EAP is _____

02 Confirm Initial Contact

After completing intake and scheduling your first appointment, the C&FS EAP clinician will email you an appointment confirmation that you can share as evidence of your initial contact and appointment.

03 Permission to Share Information

Monitor your email for a request from C&FS EAP to complete a Consent For Release of information form. Completion of this form will provide your consent for C&FS EAP to share limited information which includes appointment status and compliance with treatment recommendations only. The C&FS EAP clinician will discuss this with you during intake and answer questions you may have.

