

# **Empac**

## **STATEMENT OF UNDERSTANDING**

*Must be Signed by Every Client at Initial Session*

**Empac** provides professional evaluation of personal and job-related concerns, short-term counseling, assessment, referral, and coaching at no cost to employees, their spouses, dependents and other household members. Those accessing Employee Assistance Program (EAP) services will be treated with dignity and respect, regardless of race, creed, religion, disability, sexual or affectional orientation. The confidential and voluntary use of EAP services will not jeopardize your employment or job status.

### **Restrictions**

**Empac** counselors and **empac**-contracted EAP counselors do not provide any services that are mandated by or may require involvement with the courts. This may include, but is not limited to: divorce, child custody, domestic violence, DUI/DWI infractions. If such an issue is revealed during an appointment, you will be referred to an appropriate resource outside of the EAP for care.

### **Confidentiality**

As an **empac** client, you have a right to privacy and to review, request, and/or provide an addendum to information in your record. **Empac** services are strictly confidential within the limits of the law. Your counselor is required to provide certain clinical information to **empac**, which reviews it to ensure you are receiving quality EAP services and case management. **Empac** has the right to access your case notes and clinical records. All **empac** staff members with access to your file are aware of the need to protect your privacy.

**Empac** counselors and **empac**-contracted counselors are required to report suspected abuse or neglect of a child, elderly person, or vulnerable adult to a designated social service agency, and to act to prevent imminent threats of suicide or grave physical harm. *No information will be released to persons, agencies or organizations outside of **empac** without your written consent, except by court order or as required or allowed by law.* Kansas state law also mandates that we consult with your primary care physician. You may choose to waive this consultation. If you have been mandated to **empac** by your employer, your counselor may share results of assessment and recommendations with your assigned **empac** case manager, although cannot disclose any information to your employer.

If you are employed by a company contracted with or regulated by the Department of Defense, the Department of Transportation, or the Nuclear Regulatory Commission, **empac** may be required to disclose information about your EAP consultation under the following conditions: 1) there is a significant breach of security or safety policies; 2) EMPAC received an administrative summons or judicial subpoena or order; 3) you were referred due to a positive drug test; 4) as further defined by your employer.

Your signature below indicates that you have read and understand this form.

---

Client Name

---

Client Signature

---

Clinician Signature

---

Date