

*SOUTHERN
OREGON*

EMPLOYEE ASSISTANCE PROGRAM, INC.

*MEMBER OF
EMPLOYEE ASSISTANCE
PROFESSIONAL ASSOCIATION*

RE: Mandatory Referral

To the SOEAP counselor:

RE:

The above named person has been referred, by their employer, to the SOEAP mandatory referral process. I will be managing the referral for the employer, and this includes any exchange of information, about the employee, to SOEAP. I have included a copy of a letter for the employee. You can see from this letter that we try to maintain an “arm’s length” relationship between you and the employer. Unless the employee brings a signed copy of **RELEASE A** (pink paper), please ask the employee to sign that release, which authorizes me to provide information to the employer. As you can see from the enclosed release forms, that information is limited. We would also like you to ask the employee to sign a release authorizing you to disclose this same information to me **RELEASE B** (blue paper).

We hope that this arrangement will also allow you to be more comfortable working with the employee, since you will not have to be concerned about responding to communications from the employer.

Should you make a referral to yet another treatment program, for the matter of concern to the employer, I would appreciate your asking the employee to sign the enclosed **RELEASE C** (yellow paper), for that purpose. That way, if it is desirable to all parties, I can also maintain communications between the employer and that treatment organization. This procedure is not intended to remove you from any interest or responsibility you have in this case, but rather to give you choices, and freedom from the responsibility to have any conversations with the employer.

Please fax or mail your copy of releases to me (P.O. Box 376, North Bend, Oregon 97459 or 541-756-0217),

We hope that this will not seem overly bureaucratic, and that the benefits of the “arm’s length” relationship will outweigh the cumbersome nature of this arrangement. If you have any questions, please call (541-756-2552) or fax (541-756-0217).

Sincerely,

Gary L. Gregor, Ph.D.
GLG:dtl