



# EAP EMPLOYEE ASSISTANCE PROGRAM

## Understanding your Employee Assistance Plan (EAP)

Your EAP is a benefit provided to you by your employer. It provides four (4) prepaid sessions of EAP counseling. There is no co-pay or deductible for these sessions. You may choose to receive services at any Bowen Center location.

## Coverage for you and eligible family members

Many employees apply their EAP sessions towards individual counseling. However, you may use EAP sessions towards couples counseling, family counseling or group treatment. In addition to your coverage your legally married spouse and child covered under your medical benefit is eligible. Every eligible covered person has four (4) prepaid sessions each.

## No Preauthorization is required

Your reasons for seeking assistance through the EAP program may be related to work or not. There is no preauthorization or co-pay required for accessing your EAP benefit. You may choose any Bowen Center location to access your EAP benefit.

## Setting up your EAP sessions

Simply call Registration & Scheduling at **1.800.342.5652**. Explain that you have Bowen Center EAP coverage through **Wabash City Schools** and would like to set up EAP counseling. NOTE: A Registration & Scheduling representative will gather your insurance information in advance to make sure you are paired with a properly insured provider if you choose to continue beyond your EAP coverage. You are under no obligation to continue beyond EAP coverage.

## Private and Confidential

Your employer is not informed of your participation in the EAP program without your expressed written consent.

## Exclusions to coverage & Session renewal

Medication management & psychiatric services, psychological testing, inpatient care & any court-ordered treatment are excluded from EAP coverage. 365 days after your first appointment you are provided another set of four (4) prepaid sessions.

## Have more questions? Any issues accessing your benefit?

Your employer has a designated Bowen Center EAP specialist to speak with employees to maintain your privacy and confidentiality in seeking care. Questions about billing, eligibility or general concerns may be directed to your dedicated EAP representative by calling 1.800.342.5653

## Locations

Wabash

Huntington

Fort Wayne

Columbia City

Warsaw

Syracuse

LaGrange

Plymouth

Albion

Auburn

Angola