**Formal Supervisory Referral to the Employee Assistance Program**

At times it may be necessary for an employee to meet with a treatment provider via the Employee Assistance Program (EAP) due to a work performance issue.

When a formal referral is made to the EAP, certain steps must be followed to allow for effective communication between the organization’s contact and NuVantage Employee Resource.

In these situations the following steps are required:

* Call to consult with NuVantage regarding the situation and to alert the staff of the referral at 1-800-577-4727.
* Complete the NuVantage Supervisory Referral Form and Consent for Release of Information.
* Review forms with employee and ask the employee to sign the Consent for Release of Information.
* Fax and mail the Referral Form and the Consent for Release of information to NuVantage Employee Resource:

FAX: 218-302-6825

Mail: 424 West Superior Street; Suite 600, Duluth, MN 55802

***Please do this as soon as possible and prior to the employee calling the EAP so we are appropriately prepared to serve the employee.***

* Instruct employee to contact NuVantage at 1-800-577-4727 to schedule an appointment (identifying that they have been referred by the organization.)

A NuVantage Case Manager will follow-up with you regarding the status of the Supervisory Referral through the EAP.