

Employee Resource Systems, Inc.

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Affiliate Instruction Sheet

Thank you for accepting this referral. Please complete the paperwork as directed below. If you need additional copies, they are available for download from our website: <http://www.ers-eap.com/clinical-forms/>

You may also call the ERS Case Manager to request additional copies by mail or fax.

1. The Client must be offered the Statement of Understanding & the Privacy Notice at the first session for review. These forms do NOT need to be signed and returned to the EAP/MAP.
2. The Clinical Summary Form must be completed for each session. Please make use of the check boxes on the form to confirm that the Privacy Notice and the Statement of Understanding were offered to the client. For session #3 or higher, make additional copies of the form or download a blank form from the website under the heading "Join Us / Clinical Forms".
3. Submit the ERS Billing Form along with the Clinical Summary Form within 60 days of the final EAP session. Bills submitted on forms other than the ERS Billing Form will not be paid.



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