

MEMORANDUM

TO: **ALL FULL-TIME EMPLOYEES**

FROM: Human Resources

DATE: July 1, 2009

SUBJECT: **NWF STATE COLLEGE EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Pattison Professional Counseling Center is the Employee Assistance Program provider for Northwest Florida State College. Listed below are benefits of our EAP Program.

1. NWF State College employees may access three (3) one-hour therapeutic visits per family per year, not including the screening evaluation. After the screening evaluation, those determined to be in need of services will be referred to the most appropriate therapist.
2. If the employee chooses to continue services beyond the initial three sessions, Pattison will bill the employee's Insurance Provider, Blue Cross/Blue Shield (HMO or PPO).
3. Confidentiality will be maintained at all times. The staff and administration of NWF State College will be denied access to employee's EAP records. The staff and administration will not be permitted to communicate with the therapist concerning an employee's case without the employee's written consent.

To schedule an appointment and to make arrangements for EAP counseling sessions, please contact Pattison Professional Counseling Center at one of the following locations:

259 East Oakdale Avenue
Crestview, FL
Phone: 682-1234

7 Vine Avenue NE
Fort Walton Beach, FL
Phone: 863-2873