



EAP Formal Referral Request

_____ Supervisor/Manager Name	_____ Contact #	_____ Date
Department _____ Division _____		
Employee Being Referred _____ Position _____		
Reason for Referral:		

- ☐ Substance Abuse (Non-DOT violation)
- ☐ Substance Abuse (DOT violation)
- ☐ Committee Recommended Through Alternative Dispute Resolutions (ADR)
- ☐ Conditions of a Last Chance Agreement (LCA)

_____ Supervisor Signature	_____ Date
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Next Steps:

- Supervisor/Manager: Fax or email Formal Referral Request Form to OMS. Fax: 240-777-5138 or 240-777-5186; Email: OMSTeam@montgomerycountymd.gov
- OMS contacts the Supervisor/Manager listed above within 24-hours.
- OMS gathers information and emails Supervisor/Manager Authorization to **Release of Information Form (ROI)** for employee to sign.
 - Supervisor/Employee faxes ROI to ComPsych 312-705-6375. Email/fax a copy to OMS Team. When filling out the ROI, the "Referral Contact" for Substance Abuse issues should be Jennifer Byers & Dr. Sylvester, EME. The "Referral Contact" for ADR's and LCA's should be the employee's supervisor/manager and Jennifer Byers. The "Name of the Company" is Montgomery County Government. (see Release of Information Header below)

<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">COMPSYCH® GuidanceResources® Worldwide</p><p style="text-align: center;"><u>AUTHORIZATION FORM: Formal Referral</u></p><p>authorize ComPsych's Clinical Staff to release to:</p><p>_____ (Name of the Referral Contact) ←</p><p>Montgomery County Government</p><p>_____ (Name of the Company) ←</p></div>	← <div style="border: 1px solid black; padding: 5px; text-align: center;">Release of Information (ROI) Header</div>
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- OMS calls ComPsych and speaks with a Guidance Consultant who creates a client profile for the employee being referred. (1-855-350-1750)
- ComPsych assigns a **Formal Referral Specialist (FRS)** that contacts OMS to discuss referral details within 24-hours of initial call.
- Employee contacts the FRS at ComPsych for referral to EAP provider. (1-855-350-1750)
- ComPsych FRS contacts provider to discuss assessment and treatment recommendations. Formal Referral confirmation is sent to provider.
- FRS sends compliance updates to Referral Contact's listed on the ROI.