

## Employee Assistance Program

If your employer offers free sessions as part of the Employee Assistance Program, an authorization is needed prior your first session at NECA. Please follow the directions below:

1. Call the number for mental health located on the back of your insurance card.
2. Ask for an authorization number for 8 free sessions of mental health services.
3. Ask how many free sessions you are authorized to receive.
4. Ask for a billing modifier code.
5. Write the information collected below and submit this form to your therapist prior to your first session.

Client Name: \_\_\_\_\_

Authorization Number: \_\_\_\_\_

Number of free session remaining: \_\_\_\_\_

Billing Modifier Code: \_\_\_\_\_

\*You may also be eligible for an additional 8 free sessions after the first set has expired (this depends on a variety of factors to be determined by your EAP benefits representative). It is the patient's responsibility to inquire about this additional benefit and access a new authorization number as the time approaches.

\*Also, please note that if you do not submit this information to the New England Center for Anxiety before the start of sessions we will bill your session as a standard mental health visit. We will not resubmit any adjusted claims and you may be responsible for paying the full session amount and/or copay based on your health insurance benefits.