

Managed Care Concepts - Employee Assistance Program
Management Referral Checklist

FMR or DFWP (please circle one)

Employee's Name: _____ Position: _____

HR Representative: _____ Manager: _____

Center Location: _____ Date of Referral: _____

Reason for Referral: _____

Necessary Documentation/ Tasks	<i>Check & date completed</i>
Explain Formal Management Referral (FMR) or Drug Free Workplace (DFWP) Program to the Employee.	
Complete FMR/DFWP paperwork with Employee.	
Provide the Employee with EAP phone number (800) 899-3926 and deadline to call.	
FMR/DFWP paperwork faxed to the EAP (561) 750-4621.	
Contact EAP case manager with performance issues and/or concerns. Please notify if a fit for duty (return to work) release and/or clean drug screen is required.	
If applicable, call Employee in for drug screen prior to returning back to work (DFWP clients).	

EAP case managers will:

- (1) Verify that the Employee had contacted/scheduled appointment with an EAP counselor.
- (2) Receive treatment recommendations from EAP counselors and notify the Manager or Human resource representative.
- (3) Contact the Manager or Human Resource representative when the Employee is released back to work (DFWP or fit for duty clients only).
- (4) Remind Employee to continue treatment and contact an EAP case manager at least one time per month to stay in compliance (by 10th day of the month) until case is closed.
- (5) Contact the Employee's Manager or Human Resources for monthly updates on work performance until case is closed.