

Employee Assistance Program Implementation Form

COMPANY NAME		REQUESTED EFFECTIVE DATE	
IF CURRENT PHP MEDICAL CLIENT: GROUP #		USE MEDICAL BILLING CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MEDICAL POLICY RENEWAL MONTH			

Billing Contact Information

BILLING CONTACT NAME	BILLING CONTACT TITLE
BILLING CONTACT ADDRESS	
BILLING CONTACT PHONE	BILLING CONTACT EMAIL

TOTAL # OF EMPLOYEES	Note: Please provide the total company head count of all your employees. The EAP benefit is offered to ALL employees, not just those enrolled in employer-sponsored benefits. Dependents up to age 26 are also offered the EAP benefit, but should not be included in the count above.	EAP PRODUCT SELECTION: <input type="checkbox"/> 3 visits <input type="checkbox"/> 6 visits
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TOTAL # OF EMPLOYEES	X	PEPM RATE (SEE RATE GRID BELOW)	X	12 MONTHS = \$	ESTIMATED ANNUAL PREMIUM
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EAP Product	Rates by Company Size*		
	50 or fewer employees	51-250 employees	251+ employees
3 visits	\$2.15	\$1.70	\$1.40
6 visits	\$2.70	\$2.55	\$2.15

*Rates are based on total employee count including those not enrolled on the medical plan.

Additional Services**	Rates
CISM (Critical Incident Stress Management), Lunch & Learns/employee presentations, and trainings	Current rate charged at the time of request

**These services can be arranged by calling the EAP Employee Workplace Consultant team directly at 1-800-444-9559. Invoicing for additional services is separate from your quarterly EAP invoices.

The Providence Employee Assistance Program is a stand-alone program that can be implemented at any time (no need to wait for the medical renewal). Rates are based on total company head count. The EAP benefit is offered to ALL employees and their dependents, up to age 26 (not just those enrolled on the medical benefits). The EAP premium is billed separately from your Providence Health Plan medical premiums on a quarterly basis.