



EAP CASE BILLING

REQUIRED INFORMATION		Mail completed forms to: Employee & Family Resources Affiliate Network 505 Fifth Avenue, Suite 600 Des Moines, IA 50309-2319
Affiliate _____		
Mailing Address _____	<input type="checkbox"/> Check if address is new	
City _____ State _____ Zip _____		

ATTENDANCE		
Date of Session	Name of all clients in attendance	Session length

In accordance with the Affiliate Contract or Single Case Agreement, I understand that the client is not to be billed, nor is any EAP company, their insurer, or third party payor for any portion of the services authorized by Employee & Family Resources.

Signed: _____ Date: _____

Forms Required for Reimbursement	
<u>Case Open</u>	<u>Case Closed</u>
<input type="checkbox"/> EAP Case Data, <input type="checkbox"/> EAP Case Assessment, and <input type="checkbox"/> EAP Case Billing	<input type="checkbox"/> EAP Case Data, <input type="checkbox"/> EAP Case Assessment, <input type="checkbox"/> EAP Case Billing, and <input type="checkbox"/> EAP Case Closing If the EAP Case Data and EAP Assessment forms were previously submitted, no need to resubmit.

Reimbursement Guidelines
*If the client has not used all authorized EAP hours within 90 days of their **first** appointment, and it is not certain they will schedule additional hours, please **close** the case. The affiliate or client may call EFR to re-open the case to schedule unused authorized hours. Five and six hour authorizations should be closed within 120 days of first appointment.*

Important: Reimbursement will not be provided for 1) incomplete forms, 2) no-shows or cancelled appointments, 3) indirect activities, and/or 4) unauthorized services/hours.

Completed paperwork is due within 90 days of each date of service. Late submissions will result in a reduction in reimbursement.

Days that paperwork is received by EFR after each date of service.	Fee Reduction	Net Fee
Up to 90 days	None	100%
91 – 180 days	50%	50%
Over 180 days	100%	0%