

AFFILIATE Press

Your quarterly connection to EFR's EAP/September 2006

EAPA's 2006 Annual World EAP Conference-Networking Opportunity!

EFR will have staff present at this conference and would like to invite you to network with us at this exciting event! The conference is being held in Nashville, TN, USA, on October 6-8. The pre-conference trainings & meetings will be held on October 4 and 5. EFR staff will be in attendance as of October 5.

If you would like to make arrangements to network at this conference please contact Tom Reynolds at treynolds@efr.org or call 888-251-3987. You may also leave messages at the conference message board for Tom during the conference. We look forward to any opportunities that we may connect with our affiliate partners.

Reminders and Updates for Affiliate Providers

In the upcoming months there will be some improvements in how we monitor our network data and billing procedures. We hope the changes will be helpful and more efficient for our affiliate partners. We will keep you informed as these changes are implemented.

There has been an increase recently in contacts from our affiliates wanting to know: how to add new staff to the network, how to remove staff who have left the practice, and the requirements needed to be on EFR's network. Please take some time to review the information shared in this edition or give affiliate staff a call.

Affiliate Credentialing Standards

It is essential that all clinicians seeking to serve EFR's EAP clients complete the credentialing process! *Clinicians are not authorized to serve EFR clients until they have completed the credentialing*

process or have received verbal approval while their application is being finalized. Reimbursement will not be provided until credentialing is complete or if the clinician does not meet all of the requirements.

The following is a listing of the credentialing requirements preferred specialty areas of practice.

Minimum requirements for participation on EFR's network include:

- Completed EAP Affiliate Credentialing Application
- Minimum of a master's degree in the behavioral sciences
- Possession of all applicable state licenses and/or certification requirements
- Verification of pending licensure if actively pursuing independent licensure
- Professional liability insurance

Additional standards include:

- Respected role in the community with a record free of any professional misconduct
- Adherence to all applicable state and federal confidentiality guidelines
- Adherence to a non-discriminatory practice
- Knowledge of community resources
- Knowledge of substance abuse assessment sufficient to result in recommendations for any further assessment or treatment services by a qualified provider

Preferred areas of EAP specialty:

- Knowledge and experience of CISM
- Knowledge and experience providing Federal DOT SAP evaluations
- Experience and interest in providing workplace trainings
- Knowledge of cultural diversity and bilingual skills

Special Credentialing "Alert" for Iowa Affiliates!

EFR accepts all Iowa licenses that allow for independent clinical practice. This includes: LMFT, LMHC, LISW, and licensed psychologists.

As defined by the Iowa Board of Examiners, the LMSW is not an independent clinical license. EFR will not credential clinicians based on the LMSW. We will, however, credential a clinician who is actively pursuing the supervised hours toward the LISW or another valid clinical license and who is supervised by a qualified licensed practitioner.

How to find EFR EAP credentialing details.

There are several means of accessing information pertaining to provider relations in order to answer any questions you have regarding credentialing or affiliate services.

- Website at www.efr.org/eap has a section specific to providers and includes both billing and credentialing documents. You may also email affiliate services through the link provided on the website.
- Affiliate manual that was included with contractual documents.
- Affiliate services staff may be reached via phone or email contact information listed below.

Affiliate Network Staff

Lindsay Langer, MA, CEAP
Affiliate Development Coordinator
Network questions
(515) 471-2326 • (866) 834-3580
llanger@efr.org

Gaiana Hopkins-Tapscott
Quality Management Specialist
Billing questions
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