

5 THINGS TO KNOW IN 5 MINUTES ABOUT THE OPTIMA EMPLOYEE ASSISTANCE PROGRAM

1

Helpful resource

Optima EAP (Employee Assistance Program) is a resource to help you overcome life's challenges, solve personal problems, and address work-related issues. Our services are confidential, short-term, and solution-focused.

2

Extends to you and household members

Optima EAP services are available to all members of your household at no cost. The benefit provides up to _____ (____) counseling sessions per presenting issue.

3

Free and convenient

Optima EAP services are paid for by your employer and available at no cost to you or your household members. Call **1-800-899-8174** and our representatives will work to schedule an appointment with a counselor near you.

4

Confidential

Confidentiality is an important component of our program. Discussions with our counselors are protected by strict Protected Health Information (PHI) privacy laws. Optima EAP will not share any PHI, either in written or verbal form, unless you give prior consent.

5

Easy to contact us

Our phones are personally staffed and answered 24 hours a day, 365 days a year. You do not need to go through your manager or the Human Resources Department to access EAP services. Additional online resources are available by signing in to **optimaeap.com**

Username: _____