

**AN EMPLOYEE'S  
GUIDE TO PALMETTO EAP**  
*(Employee Assistance Program)*

PALMETTO EAP, your Employee Assistance Program, is a confidential, professional counseling service. Your Employer offers this program as a special benefit to you and to your dependents.

**CONFIDENTIALITY**

- Your confidentiality is protected similarly to other medical records by HIPPA & other privacy laws.
- No one will know you are using the EAP services unless YOU want them to know and for that, we will need you to sign a Consent-to-Release Information form.

**WHEN TO USE YOUR EAP**

You should use your EAP whenever a problem is affecting a major area of your life or the life of a dependent. Maybe you have tried to resolve the issue on your own, but are just stuck. Palmetto EAP offers assistance for dealing with many issues such as:

- Marriage & other Significant Relationships
- Work or School Related Issues
- Emotional Health (Depressed, weepy, anxious, fearful, angry, ashamed, hurt, guilty, etc)
- Financial Management
- Parenting Issues
- Behavioral Problems
- Substance Abuse (yours or someone you care about)
- Other extended family issues
- Grief and Loss Issues (death, divorce, loss of health, loss of pet, loss of status, loss of job etc)
- Help with Spiritual Issues
- Sleep or Appetite Disturbance (too much or too little)
- Your ability to act appropriately
- PTSD
- Thoughts of hurting yourself or others

**HOW TO OBTAIN AN APPOINTMENT**

**Self Referrals**

A full-time employee or one of your dependents may call the EAP Program for an appointment.

A dependent is considered to be someone who is eligible to be on your health insurance coverage whether they are covered or not. An employee is covered whether they have health insurance or not, whether they are on probationary status or not.

An Employee or dependent may call:

- Palmetto EAP Administrative office for assistance 803-581-7327 or
- Call the counseling provider directly

When you call, tell the provider:

- You are under **Palmetto EAP**
- Then give the name of the Employer who is covering the EAP benefit.