

Last Name First Name Middle Name Suffix Type of Referral
 Management Self

Contact

Address Address 2
 City State Zip Code

Telephone

Home Phone Cell Phone Work Phone
 Other Phone Other Phone Detail

Emergency Contact

Contact Name Contact Relationship
 Home Phone Cell Phone Work Phone

Family & Work

Gender Date of Birth Age Relationship Status

Employer

Employer Name Division
 Name of Covered Employee

Family

Family Member Name	Age	Relationship

Medical & Counseling History

Current Medical Problems (Please list all medical problems)

Current Medications (Please list medication name and dosage)

What counseling or treatment have you had in the past?

Current Problem

Briefly describe your reason for contacting us

How many months has this been a concern to you?

How serious would you rate this problem?
 Very Minor Minor Moderate Serious Very Serious

Have you used our service in the past? (If yes provide details)

Are you having any problems at work?

- Absenteeism Safety Work Relationships
 Quality of Work Security Other*
 Quantity of Work Tardiness

Details of Other Work Problem

Life Impact

How has this problem affected the following areas of your life?

Marriage or Partner

Very Minor Minor Moderate Serious Very Serious

Family

Very Minor Minor Moderate Serious Very Serious

Job or School Performance

Very Minor Minor Moderate Serious Very Serious

Friendships

Very Minor Minor Moderate Serious Very Serious

Financial Situation

Very Minor Minor Moderate Serious Very Serious

Legal Situation

Very Minor Minor Moderate Serious Very Serious

Health

Very Minor Minor Moderate Serious Very Serious

Anxiety Level

Very Minor Minor Moderate Serious Very Serious

Mood

Very Minor Minor Moderate Serious Very Serious

Eating Habits

Very Minor Minor Moderate Serious Very Serious

Sleeping Habits

Very Minor Minor Moderate Serious Very Serious

Ability to Concentrate

Very Minor Minor Moderate Serious Very Serious

Parenting

Very Minor Minor Moderate Serious Very Serious

Anger

Very Minor Minor Moderate Serious Very Serious

Spirituality

Very Minor Minor Moderate Serious Very Serious

Management Referrals Only

Was this a management referral? Yes No

May we contact your manager? Yes No

Manager Name

Manager Phone

Quality Assurance

In order to provide quality assurance, may we call you to ask about your perception of the services rendered? Yes No

Where may we call you?

Home Work Cell DO NOT CALL

Where may we leave a message?

Home Work Cell DO NOT CALL

Referral Source

How did you hear about our service?

Brochure Friend Other...
 Co-Worker Relative _____
 EAP Orientation Supervisor

Data Entry (Office Use Only)

Record Created By

Date Created Time