

## How to find help:

### ■ Self-Referral

Simply call (843) 792-2848 to schedule your confidential assessment appointment.

### ■ Informal Referral

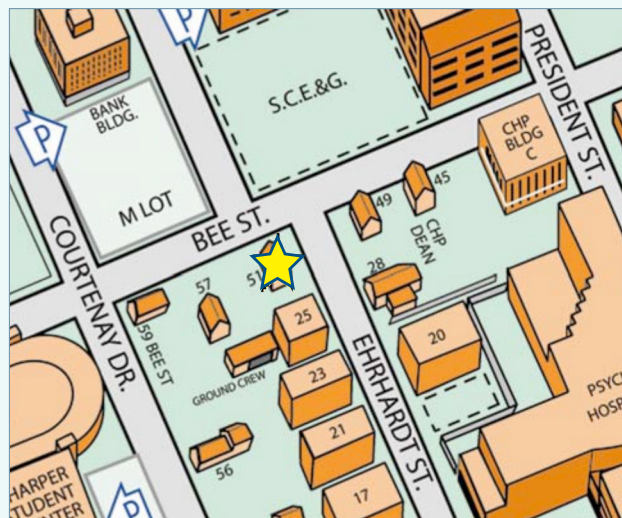
If your employee or co-worker is experiencing personal issues that are not affecting work performance, please give them our contact information and recommend that he/she schedules an appointment.

### ■ Formal Supervisory Referral

If your employee is having work performance issues such as absenteeism, chronic tardiness, decreased productivity, poor morale, or mistakes, please fill out the supervisory referral form found at [www.eapnexus.com](http://www.eapnexus.com) or call (843) 792-2848.

## Confidentiality:

- MUSC EAP maintains strict confidentiality standards. All records are kept locked in-house and access is limited to MUSC EAP therapists. Supervisors and/or HR personnel are not notified of the attendance of self or informal referrals. Formal supervisory referrals will be asked to sign a release of information so that we can confirm attendance/compliance with supervisors.



The EAP office is located in the little yellow house at the corner of Bee and Ehrhardt Streets. Free and convenient parking is located in the front of the office.



## Employee Assistance Program

Phone: 843-792-2848

51 Bee Street

Charleston, SC 29425

Email: [EAP-info@muscd.edu](mailto:EAP-info@muscd.edu)

Website: [www.eapnexus.com](http://www.eapnexus.com)



## Employee Assistance Program

Your employer values your well-being and the important role you play in the success of the company.

As a part of your benefits package, your employer has contracted with the MUSC Employee Assistance Program to help you with the personal, family or work related problems anyone can experience.

**843-792-2848**



Changing What's Possible



Every day each of us deals with life's issues and problems. Most of the time we can manage these ups and downs on our own. However, these problems can sometimes become overwhelming and begin to affect our personal lives, our families and our work. When this happens, it's hard to know where to turn.

The MUSC Employee Assistance Program is a free and confidential service to help employees and their families with a wide range of problems including:

- Relationship issues, divorce, parenting, family problems, and eldercare
- Drug and alcohol concerns
- Depression, anxiety and other mental health issues
- Life balance and stress management
- Personal impact of financial or legal matters
- Workplace stress, problems with a co-worker or supervisor
- Grief
- Other health and wellness issues

### Assessment

- During your first visit, you will receive an assessment to help determine the nature of your issue and how we can best assist you. At the end of the session, we will develop a set of goals and a plan of action.

### Individual Counseling

- Brief counseling is provided to help you address your problems, better understand yourself, achieve your stated goals and learn new coping skills.

### Couples Counseling

- Certain problems are best addressed by seeing a couple together. Couples therapy is provided to any employee and their significant other regardless of marital status.

### Referral

- When problems require longer term or specialized treatment, our staff will work with you to find services that best fit your goals for treatment and your financial needs.

### Consultation

- EAP is an effective tool for managers dealing with troubled employees. Supervisors, administrators and co-workers are welcome to consult with our counselors if they have concerns about an employee.

### Educational Workshops

- Counselors are available to facilitate employee and HR initiated seminars and support groups. Common topics include stress management, conflict resolution, substance abuse and communication skills.

### Crisis Management

- Prompt crisis management services are available for groups or individual employees who have experienced traumatic events such as a robbery or death of a co-worker.