

Affiliate guidelines

- To receive payment for CHS EAP services you must receive authorization from CHS EAP prior to beginning services for each client.
- When a referral comes in, CHS will call you to notify you of the referral and fax an authorization sheet to you. No authorization number is needed. The client will contact you directly to set up an appointment. Please do **not** contact the client.
- After the first session, please contact CHS to request further authorization.
- If the client is a supervisor referral, please contact CHS with all feedback and attendance information and CHS will contact the client's company/supervisor. Please do **not** contact the client's company or supervisor directly.
- To submit billing, mail or fax an invoice (we do not use a standard form) with the dates client was seen, amount owed to you, and your tax id number along with the Carolinas HealthCare System paperwork.
- Once you have closed out a case, please contact CHS to notify us that the case has in fact been closed.

If you have any addition questions please contact us at 1-800-384-1097.