

# Formal Referrals

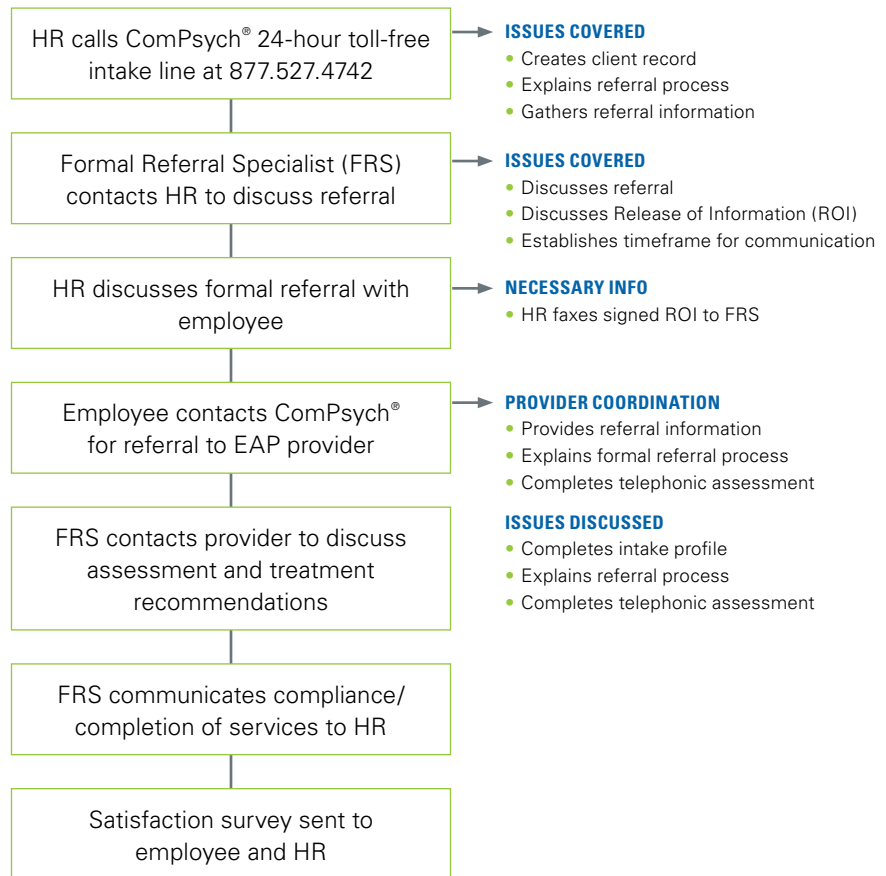
Formal referrals are initiated by Human Resources after consulting with an employee’s management to ensure that all internal policies are followed. These referrals take place when the employee’s personal issues affect work performance or workplace behavior. A formal referral should be exercised only after careful thought and preparation. Human Resources can contact the 24-hour toll-free number, 877.527.4742, to initiate the referral prior to management and Human Resources meeting with the employee.

ComPsych® GuidanceResources® will communicate compliance/completion of services to HR but will not provide evaluations or feedback on the content of the counseling sessions.

There is no fee to the organization for the Formal Referral Process.

## Formal Referral Process

### Formal Referral Requested



## Here when you need us.

Call: 877.527.4742 | TRS: Dial 711

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceNow<sup>SM</sup> & Koa Foundations

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