



**Employee Benefit Summary**  
*EAP/Work-Life Program*  
**6 Face to Face Session**

1-800-847-7240

**HMSA EMPLOYEE ASSISTANCE/WORK-LIFE PROGRAM**

The Employee Assistance Program is a confidential, voluntary service that provides professional counseling and referral services designed to help you and your eligible family members (spouse and dependents in your household) with personal, job or family related problems. Your EAP can help individuals identify, resolve and gain control over issues that may be interfering with work and daily life. Services are **confidential and free!** Some common concerns the EAP can help with:

- Stress, Anxiety, Depression
- Grief & Loss
- Conflict Resolution
- Work-Life Counseling
- Life Transitions
- Divorce / Separation
- Substance Abuse

**DEDICATED TOLL FREE CRISIS LINE**

- 24 hours a day
- 7 days a week
- 365 days a year

**DIAGNOSTIC ASSESSMENT AND PROBLEM RESOLUTION SESSIONS**

- Employees and Family Members will receive up to a total of 6 face-to-face (or telephonic) short-term problem resolution sessions per issue
- Referral services coordinated with existing health insurance benefits if long term treatment is recommended. (*deductibles and co-pay may apply*)

**LEGAL CONSULTATIONS**

- Employees / Family Members are entitled to one initial 30 minute office or telephonic consultation on separate legal matters at no cost. (Employment Law excluded)
- If the attorney is retained beyond the initial consultation, a 25% discount will be applied.

**FINANCIAL CONSULTATIONS**

- Employees / Family Members are entitled to no cost telephonic consultation on separate financial issues.
- Consultation is generally limited to 30 minutes.

**ONLINE WORK-LIFE EAP RESOURCES**

[www.my-life-resource.com](http://www.my-life-resource.com)



Username: **LansingCC**

Password: **lcceapresource**

**1-800-847-7240**

*Services are confidential and free!*

**ONLINE RESOURCES AVAILABLE**

(but not limited to):

- Additional Legal and Financial Tools
- Financial Calculators
- Childcare
- Eldercare
- Health and Wellness Resources
- Health and Wellness Podcasts
- 1,000+ Articles
- Simple Will Preparation

Financial & Legal Consultations

Employee Assistance/Work-life Program Fact Sheet

Program Summary Work-life Web Resource

## Employee Assistance/Work-Life Program Financial & Legal Consultations

1-800-847-7240



*“When things happen that you can’t handle, we handle the things that happen.”*

### LEGAL CONSULTATIONS

Employees and eligible family members are entitled to one initial 30 minute office or telephonic consultation on separate legal matters at no cost. (Employment Law excluded).

If additional assistance is needed regarding the issue and the employee/family member retains the attorney, the employee/family member will receive a 25% discount off the attorney’s normal fees.

Typical legal matters covered include:

- Civil/Consumer
- Domestic/Family
- Real Estate
- Landlord/Tenant
- Motor Vehicle
- Criminal
- Business
- Estate Plan
- IRS Issues

### FINANCIAL CONSULTATIONS:

Employee and eligible family members are entitled to no cost telephonic consultation on separate financial issues.

Consultation is generally limited to 30 minutes.

Typical financial matters include:

- Credit Counseling
- Debt Management/ Consolidation/Budgeting
- Lease/Purchase issues
- Tax Planning/Preparation
- Retirement/Estate Planning
- College Funding

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## Employee Assistance/Work-Life Program Program Fact Sheet

1-800-847-8240

*“When things happen that you can’t handle, we handle the things that happen.”*

### WHAT IS AN EMPLOYEE ASSISTANCE/WORK-LIFE PROGRAM?

Your Employee Assistance/Work-Life Program (EAP) is a voluntary, confidential service that provides professional counseling and referral services designed to help with personal, job or family related problems. Your EAP can help you and your eligible family members (spouse and household dependents) identify, resolve and gain control over personal problems that may be interfering with work and daily life.

### WHY USE THE EAP?

Sometimes personal concerns can affect our health, well-being and job performance. The EAP can help you deal with these concerns safely and privately. Your EAP can assist you and your family members with improving the quality of your life by resolving a variety of personal concerns.

### WHAT WILL USING THE EAP COST?

The EAP is an employer paid benefit. Any services provided by the EAP counselors are at no charge to you or your family members.

If a referral to a long term treatment provider is needed, your EAP counselor will coordinate a referral or provide resources. Your health insurance and other financial factors will be considered to help insure that needed services are affordable.

Your emotional health contributes greatly to your overall physical well-being. From time to time, we are confronted with everyday life or work difficulties.

**You are not alone ... your EAP is there to help.**

... for confidential, personal assistance, 24 hours a day, 7 days a week, 365 days a year, call **1-800-847-7240**

### IS THE EAP CONFIDENTIAL?

Yes, your EAP services and any information that may be provided between you and your counselor are confidential.

### What problems can the EAP help with?

Through short term counseling, the EAP can help you understand what options are available for virtually any issue or problem that may arise. Some of the common concerns include:

- Stress, Anxiety & Depression
- Life Transitions
- Communication Problems
- Resolving Conflict
- Parent-Child Conflicts
- Child Care Issues
- Problem Drinking
- Coping With Serious Illnesses
- Managing Anger
- Workplace Conflict
- Illegal Drug Use
- Elder Care Issues
- Separation & Divorce
- Domestic Violence
- Grief & Loss
- Sexual Harassment
- Prescription Drug Misuse

### ONLINE WORK/LIFE RESOURCES

Your EAP also offers a wealth of work-life resources through our Online EAP/Work-Life Resource Portal. There you will find articles, podcasts, health and wellness, self assessments, financial and legal tools, eldercare, childcare.

[www.my-life-resource.com](http://www.my-life-resource.com)



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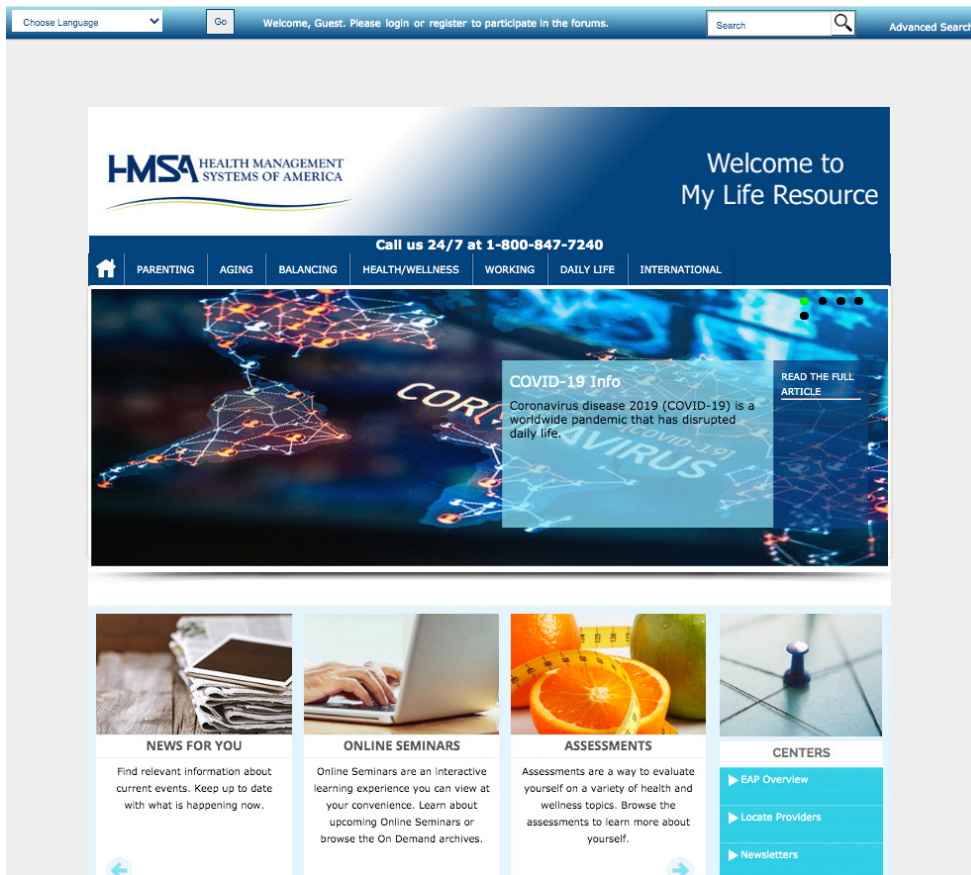


**Program Summary**  
*Work/Life Web Resource*

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**ONLINE EAP WORK/LIFE RESOURCE**

Our Work/Life website provides a host of services that augment the HMSA EAP as well as provide resources for individuals who do not require counseling but are looking for information and tools to achieve work life balance and general wellness.



- HMSA's online resources include:**
- Childcare providers
  - Eldercare providers
  - Health Risk Assessments (HRAs/Weight loss tools)
  - Adoption agency resources
  - Education resources from pre-k through college/university
  - Legal and financial documents/resources
  - Podcasts/Seminars
  - 1,000 + articles

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