

since 1995

PSYBAR®

Objective Opinions / Confident Decisions

PSYBAR REFERRAL FORM

Are you requesting a Fitness for Duty or a Risk Assessment Not Certain

EMPLOYEE INFORMATION

Full Name:

Occupation:

PsyBar will NOT contact the employee. Information requested is necessary in scheduling and confirming no conflict of interest. All contact with employees is the responsibility of the employer.

Date of Birth:

Hire Date:

Sex: M F

Home Address:

Home Phone Number:

Alt. Phone Number:

P.O. Box:

City:

State:

ZIP Code:

Name of EAP:

Name of EAP Contact:

EAP Contact Phone:

Will the report go to HR or Medical Dept

Is this your first Referral to PsyBar?

Yes No

CLIENT/CONTACT INFORMATION

Your Name:

Title:

E-mail:

Company Name and Address:

Phone Number:

Is the fax number confidential?

Yes No

Fax Number:

SPECIAL INSTRUCTIONS

Please explain your concerns regarding the employee:

Please Fax this form to: (952) 848-1798

After you complete the referral form please fax it to PsyBar. A Referral Coordinator will contact you to explain the process, answer your questions and obtain details of your concerns. Examples of information that the Referral Coordinator will request during that conversation are included below.

Once the Referral Coordinator has answered your questions and obtained necessary details regarding the employee, a Service Agreement will be faxed to you, which you or another authorized representative of your organization will need to sign and return.

Direct threats towards self or others?

(If the employee threatened to harm themselves, they may need to go to the Emergency Room)

Indirect threats towards self or others?

Any history of violence at work or elsewhere?

Have the threatened individuals been warned?

Any conflict between employee and co-workers/supervisor:

Alleged traumatic experience on job:

Alleged Harassment:

Difficulties with authority figures:

History of grudges at work:

Past arrests/convictions:

Safety-sensitive position?

Recent or anticipated life changes? (e.g. divorce, layoff, demotion, financial or health-related)

Does the employee acknowledge or admit his/her problem behavior?

Does the employee seem to understand exactly which behavior of his/hers is causing problems?

If you have questions, you are welcome and encouraged to contact PsyBar at (952) 285-9000.