

Southern California Conference
Employee Assistance Plan Protocol for
ALTERNATIVE HEALTH CARE

The Southern California Conference of Seventh-day Adventists recognizes the potential value and benefits of alternative health care and lifestyle enhancement programs. However, fairness and the exercise of good stewardship require that appropriate expectations be in place and that the health care and enhancement programs provide actual measurable benefits.

Applications must be submitted to HR prior to the start of the alternative treatment.

In order to facilitate this, the Southern California Conference has implemented the following protocol:

- I. Stage 1 - Assessment:
 - A. Treating medical, dental or mental health care provider must provide:
 1. Diagnosis by the treating health care provider;
 2. Basis of the diagnosis;
 3. Completed efforts to treat the problem; and
 4. Recommended treatment plan
 - B. Application by employee to the Human Resources Committee
 - C. In cases of stress related problems:
 1. Completion of Stage 1. A. as described above;
 2. Evaluation by a mental health care provider;
- II. Stage 2 – Treatment Evaluation
 - A. Information for Alternative Health Care Facility Review
 1. Documentation of the facility’s program, strengths and credentials; and
 2. Documentation of the specific care provider’s strengths and credentials.
 - B. Treatment Plan
 1. A comprehensive overview of the treatment being proposed;
 2. Projection by the facility/care provider of the effectiveness of the treatment being proposed for the diagnosed condition; and
 3. Expected outcome of the treatment (i.e., prognosis).
- III. Stage 3 – Human Resource Committee Review
 - A. Review of the application and supporting documentation;
 - B. Possible referral for independent medical review; and
 - C. Final decision.
- IV. Stage 4 – Appeal of Adverse Decision
Only requests for reconsideration based upon additional documentation and/or information to the Human Resources Committee will be accepted.

Limitations: Maximum assistance level is \$2,500.00 or 50% of the treatment costs for the patient, whichever is less. There is no reimbursement for travel expenses, lost wages or companion’s expenses.