

**PASTORAL INSTITUTE, INC.**  
2022 15<sup>th</sup> Avenue Columbus, GA 31901  
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TO: EAP Company HR Personnel

FROM: Amarylis West - Community Services Program Coordinator

DATE: 04/06/2020 (Revision from 03/30/2020)

SUBJECT: NEW EAP Referral Instructions (Affiliate Providers providing Telehealth Sessions)

You have authorized your employees to receive counseling sessions via telehealth by utilizing their EAP benefit, please follow the following procedure:

- Provide the employee the Telehealth Affiliate Provider list (see below)
  - Instruct them to call the Affiliate Provider of their choice and schedule an appointment. Inform the Provider they are using the *Pastoral Institute EAP* benefit
  - Once the appointment is scheduled, have them call Amarylis West at 706-649-6507 x1204 and leave a message with their Name, Company, Phone Number, Name of the Provider, Date, and Time of the scheduled appointment
  - The Provider will send the corresponding paperwork to the Pastoral Institute for billing
- Please note these instructions are temporary as we manage our COVID-19 response.*

PROVIDER	PRACTICE	CITY	NUMBER
Carenda Carr-Slade	Whispers of Wisdom	Columbus, GA	910-939-1014
Amy Buchanan	Living Water Counseling	Columbus, GA	706-510-1555
Darrin Moore	I Am Darrin Moore, LLC	Columbus, GA	612-296-3758
Cesar "Chet" Dumelod	Crossroads Counseling Center	Macon, GA	478-475-4608
James Pendergrass	Crossroads Counseling Center	Macon, GA	478-475-4608
Rhonda Miller	Priority Counseling	Columbus, GA	706-325-0378

Be well,  
Amarylis West  
Community Services Program Coordinator  
Pastoral Institute, Inc.  
706-649-6507 ext. 1204