

# PRIORITIZE YOUR MENTAL HEALTH



## VOLUNTARY HOSPITALS HOUSE STAFF BENEFITS PLAN

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### MENTAL HEALTH OUTPATIENT REIMBURSEMENT

As part of the Voluntary Hospital House Staff Benefits Plan we encourage you to utilize the Mental Health Outpatient Reimbursement. This is completely confidential and you will be reimbursed for **100% of your out-of-pocket expenses**, including copayments, coinsurance, and/or deductible charges, **not to exceed \$200 per session**. Every academic year you and/or a family member may get up to **\$5000** reimbursed for these services. Please use [Empire's Find Care](#) tool to find a list of quality behavioral health professionals.

#### Steps to Receive Reimbursement

1. Submit the claim through your insurance provider.
2. Log into the [Member Portal](#).
3. **Complete all applicable fields within the claim form.** (Remember to Attach the Explanation of Benefits (EOB) and the corresponding proof of payment to the claim form)

**The services must be covered by the medical coverage provided by this Plan through Empire. If coverage for the service is denied by Empire, the expenses will not be reimbursable under this supplemental benefit.**

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### Employee Assistance Program (EAP)

- Anxiety
  - Dependent Care & Caregiving
  - Depression
  - Drug and Alcohol Dependency
  - Education
  - Grief Assistance
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- Legal & Financial
  - Lifestyle & Fitness Management
  - Parenting
  - Pet Care

- Work Issues

Experiencing any of the personal or family issues listed above? For immediate and FREE assistance, you can reach out via a benefit called [WorkLifeMatters](#). You can talk to a Work Life consultant in real time and get immediate, interactive assistance 24/7. You can schedule services using their online contact form or call 1-800-386-7055.

If you have any further questions, please feel free to contact the Benefits Office at (212) 356-8180 or via email at [benefits@cirbenefitfunds.org](mailto:benefits@cirbenefitfunds.org), Monday – Friday, 9:00 am – 5:00 pm EST.

Sincerely,  
CIR Benefit Funds Office

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