📥 Executive Recovery Checklist: A Professional's Guide to Discreet Healing

Purpose: This guide ensures that high-achieving individuals can navigate the path to recovery without compromising their career, reputation, or financial stability.

Phase 1: Professional Logistics & Discretion

- [ ] **Identify "Blackout" Hours:** Map out your non-negotiable professional hours (e.g., board meetings, quarterly reviews) to find a treatment track (Morning, Evening, or Weekend) that fits.
- [ ] **Review FMLA & ADA Rights:** Confirm your eligibility for job-protected leave. *Tip: You do not have to disclose the specific nature of your "medical condition" to your supervisor.*
- [ ] **Secure Communications:** Ensure you have access to a HIPAA-compliant portal or a private device for coordinating care away from corporate servers.
- [ ] **Establish a "Work-Relief" Plan:** If stepping away for a PHP (Partial Hospitalization), delegate high-priority tasks to trusted deputies or schedule an "Out of Office" that cites a generic medical sabbatical.

Phase 2: Clinical Quality Standards (The E-E-A-T Audit)

- [ ] **Verify Accreditation:** Does the facility hold **Joint Commission (JCAHO)** or **CARF** accreditation?
- [ ] **Check Clinician Credentials:** Ensure your therapist is a licensed professional (LCSW, LMFT, or Psychologist) with at least 5+ years of experience in executive-specific burnout or addiction.
- [ ] **Inquire About "The Milieu":** Ask if the program offers professional-only peer groups to ensure you are surrounded by high-functioning peers who understand your unique pressures.
- [ ] **Dual-Diagnosis Capability:** Confirm the program treats the *root cause* (e.g., high-stakes anxiety, trauma, or depression) and not just the symptoms of substance use.

Phase 3: Financial & Insurance Transparency

- [ ] **PPO Benefit Verification:** Call for a confidential VOB (Verification of Benefits) to see if you have "Out-of-Network" coverage for luxury facilities.
- [ ] **Cost-of-Care Breakdown:** Request a written estimate of out-of-pocket maximums and co-insurance rates.
- [ ] **Privacy of Payment:** Ask if the billing description on your insurance statement will appear as a generic medical service to ensure maximum privacy.

Phase 4: Personal Sustainability & Integration

- [ ] **Set "Digital Boundaries":** Commit to leaving your phone in a locker during clinical hours to ensure the "Long Click" (deep focus) necessary for neural healing.
- [ ] **Post-Treatment Support:** Does the program offer an alumni network or a "Step-Down" plan (moving from PHP to IOP) to help you reintegrate into the workforce slowly?
- [ ] **Family & Spousal Involvement:** Schedule a weekly family therapy session to help your household adapt to your new recovery boundaries.

🛡️ The Professional’s Privacy Promise

"Your career took years to build; your recovery shouldn't tear it down. At Broadway Treatment Center, we act as your confidential advocate, matching you with Orange County’s most discreet and clinically superior providers."