

CITY OF GULFPORT 2013 WELLNESS PROGRAM REQUIREMENTS

What is the purpose of the wellness program?

The purpose of the wellness program is to improve the health of our employees and educate employees about their health, lifestyle, and longevity.

Who is Eligible?

Any employee who is covered under the City's health insurance plan. Employees who are not covered under our health insurance plan are also encouraged to participate, but program requirements are not applicable.

How do I participate in the wellness program?

Begin by scheduling an appointment with your personal physician or with the Gulfport Med Analysis Clinic. Employees are required to have completed their wellness examinations or a health risk assessment by **May 30, 2013**. **You also must have your medical provider complete the initial wellness verification form.** The form can be accessed on the City's - Human Resources website, under the workplace wellness tab, or if you prefer a two-part form, please contact Human Resources. Wellness examinations should include a complete metabolic panel, a fasting lipid panel, a complete blood count with differential platelets, a thyroid stimulating hormone, and urinalysis testing for nicotine.

Can I take my lab orders to Medical Analysis Clinic?

Yes, you can ask your medical provider to give you your lab order and have it done at Medical Analysis Clinic.

I have already had my annual physical this year; will this count toward my wellness assessment?

Yes, as long as your wellness examination meets all of the wellness program requirements.

If I visit my personal physician do I submit my test results to Human Resources?

No. Your results must be forwarded to the **Wellness Program Reviewer (Nurse Practitioner)** and will be kept **confidential** in your file at Med Analysis Clinic, as they will be the gate keeper for the wellness program documents.

What does a health contingent wellness program mean?

It means that you must satisfy a standard related to a health factor to obtain a reward. The standard or goal must be developed by collaborating with your medical provider, i.e., total cholesterol identified at **220**. I will exercise three (3) times a week and eat healthier (no fried foods, more green vegetables and fruits) in order to reduce my cholesterol by **20 points**.

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What will be the requirements for this health contingent program?

The requirements will be based upon your identified health risk and your health goals and referrals made by your medical provider.

Do I have to attend classes, what is this all about?

Once you've completed your wellness examination you should contact your physician or the nurse practitioner for a follow-up appointment to discuss your test results. Based upon your test results your physician or the nurse practitioner will recommend the appropriate service/ class (es) which will assist you in improving your test results. Example, if you have an elevated blood pressure, your doctor or the nurse practitioner might recommend you start a diet and exercise program.

Is there a certain document that I must utilize to verify that I have completed all the program requirements?

Yes. You should take (email or fax) the letter from Human Resources, (Dear Healthcare Provider) which explains the program requirements, and the **Initial Employee Wellness Verification Form** to your physician/nurse practitioners' visit, so that he/she can sign off on it. **The completed initial wellness form must be returned to the Wellness Program Reviewer at Medical Analysis Clinic, located at 3310 17th Street, Gulfport, MS 39501. The form can be sent by email to: www.gulfportcityclinic@yahoo.com or faxed to 228-863-6762.**

What if my test results are good, I'm not overweight and all my test results are negative, I really don't have any health issues, how will the wellness program benefit me?

Congratulations, you are one of a few. Your goal (s) will probably be to continue what you are currently doing, and a recommendation for you to attend a specific class.

How long will the Wellness Program continue?

The Wellness Program is a critical part of our overall benefit package in years to come, though some of the initiatives might change from year to year.

If I have to attend a class do I have to clock out or take leave to attend classes?

Yes, because the program is voluntary you will be required to clock out or take leave.

I see there is a Smoking Cessation Class being offered. Do I have to quit smoking to receive the lowered benefit deductions?

It all depends. If you have more than one goal, you must meet at least 50% of your goals in order to receive at least 50% of the discount.

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Do I have to reach my goal or goals in order to receive the premium reduction?

You will have to reach at least **50%** of your identified goal (s). Example: Identified health risk: Overweight by 20 pounds. In order to receive at least 50% of the premium reduction, you would have to lose at least 10 pounds.

Wellness Program Requirements	Important Deadline Date (s)
Have wellness exam and/or health risk assessment. Discuss results of health risk assessment with Medical Provider. Submit copy of test results to Wellness Program Reviewer (Medical Analysis Clinic) for your confidential file	No later than May 30, 2013
Based upon health risk assessment results, specific goals will be developed and met.	By August 30, 2013