

# CITY OF GULFPORT 2014 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 no later than **March 31, 2014**. **You also must have your medical provider complete the initial wellness verification form.** The form can be accessed on the Online Wellness Website at [mybenefitchannel.com](http://mybenefitchannel.com) website, under the **Wellness Center/Wellness Tutorial section**) 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 thyroid stimulating hormone, urinalysis testing for nicotine and/or age related test (s).

## Can I take my lab orders to Medical Analysis Clinic?

Yes, you can ask your medical provider to give you your lab orders 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 voluntary outcome based program mean?

It means that you can choose whether or not you want to participate, and if you do, 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. Goal: To reduce cholesterol level by 20 points. Activity towards meeting goal: Walking three (3) days per week and eating healthier (no fried foods, more green vegetables and fruits in order to reduce my cholesterol by 20 points.

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For employees with a medical condition that makes it unreasonably difficult to achieve the health standard, or medically inadvisable to do so, we would defer the views of the employee's health care provider for setting and achieving a reasonable alternative standard or providing a waiver.

### What will be the requirements for this outcome based program?

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

In order to qualify you must accumulate at least **500 credits (points)** under the various wellness activity areas; starting with the Wellness Tutorial which can be found under the Group Sponsored Activities section on [mybenefitchannel.com](http://mybenefitchannel.com). **You will have the ability to accumulate points by having an annual exam, reading information about specific medical conditions that you might have and by tracking your physical activity on a regular basis.** This website is secure and confidential (HIPPA compliant), designed for the City of Gulfport. **This website will allow you to create a custom wellness plan specific to meet your needs.**

### 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. Also, most health related topics can be found on [mybenefitschannel.com](http://mybenefitschannel.com) which will allow you to access topics at your convenience, at work, or at home.

### What if I don't have access to a computer?

If you don't have access to a computer, either your department or Human Resources, will assist you in securing the usage of a computer.

### 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, 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 form must be forwarded to the Wellness Program Reviewer at Medical Analysis Clinic, located at 3310 17<sup>th</sup> Street, Gulfport, MS 30501.**

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**What if my test results are good, I'm not overweight and all my test results are positive, 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?**

Because the program is voluntary you will sometimes be required to take them on your time. However, there may be times, you may be able to participate during working hours and not have time counted against your 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.

**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.

**What is the amount of the discount that I will receive if I meet my goals 100%?**

If you meet 100% of your goals, the discount will be up to \$50.00 per month. If you are enrolled in Plan 3, you will not have to pay a premium.

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.	<b>No later than March 31, 2014.</b>
Based upon health risk assessment results, specific goals will be developed and met.	<b>June 30, 2014.</b>