

# Employee Health Clinic

The Wayne County Employee Health Clinic opened in August 2019 to help make acute and preventative care more available and affordable. The Wayne County Employee Health Clinic has partnered with HealthStat, the leading provider of onsite health clinics, workplace wellness programs, and health management solutions for companies and their employees. HealthStat acts as a third party to manage the Wayne County Employee Health Clinic, providing a Nurse Practitioner.

## Goals of the Wayne County Employee Health Clinic:

- Help make acute and preventive care more available and more affordable.
- Early detection of potential health risks to improve quality of life.
- Engage employees, spouses and dependents on the health plan in health promotion, prevention and health risk management activities, resulting in a healthier population.
- Lower the cost of primary care with an on-site Nurse Practitioner.
- Assist in the reduction of healthcare cost you pay and Wayne County pays each year.

## Why Participate?

- **BE HEALTHIER** – Easily access Primary Care services to improve your health.
- **LIVE LONGER** – Engaging in health promotion, disease prevention and health risk management activities can increase life expectancy and quality of life.
- **SAVE MONEY** – PREVENTIVE VISITS ARE FREE. Non-preventive visits are \$20 for those on the High Deductible plan and FREE for those on the PPO plan. Medications carried in stock are FREE for the first 30-day supply through the clinic. The cost to see the Wellness Nurse is FREE.
- **SAVE TIME** – Pre-scheduled appointments to eliminate long waits.

Employees, spouses and dependents aged 2+ currently on the Wayne County Health plan may access the Wayne County Employee Health Clinic.

**Scope of Services: Physicals, disease management, sinus infections, colds/flu/strep throat, UTIs, wellness initiatives, tobacco cessation, weight loss, stress management, referrals to PCPs and specialists, lab work, case management.**

The Wayne County Employee Health Clinic is staffed with a Nurse Practitioner (NP) and Registered Nurse (RN). The NP is licensed in the State of Ohio to diagnose, treat and prescribe/dispense medications. Misty White, RN and Wellness Nurse, will continue to be available to take your vitals, draw blood, act as a case manager, and assist the NP.

If you have a Primary Care Physician (PCP), you are encouraged to maintain your relationship with him/her. The Wayne County Employee Health Clinic coordinates care and shares results with your PCP, with your permission. You can use the Wayne County Employee Health Clinic for lab services at a lower cost.

The Wayne County Employee Health Clinic will be able to dispense certain medications at the point of care. These medications MUST be prescribed by the NP during a visit. The dispensary cannot fill prescriptions from outside providers. Formulary includes top utilized medications and the medications used most commonly for diagnosis in a Primary Care Office. NARCOTICS OR CONTROLLED SUBSTANCES WILL NOT BE STOCKED. If the NP cannot supply the medication you need, she will write a prescription for you to take to your pharmacy and you will be billed at rates through the Health Plan.

You may schedule an appointment with the NP for a sick and/or preventive service or with the Wellness Nurse/RN for wellness services, Know Your Numbers and lab draws. Schedule with the NP when you feel sick or are ready for your annual and preventative exams. Schedule with the Wellness Nurse to have labs done, participate in the Know Your Numbers program or any other Wayne County Wellness Service.

### **Scheduling Instructions**

\* To schedule with the NP:

1. Call the HealthStat scheduling line at 866-959-9355
2. Call the Wayne County Employee Health Clinic at 330-287-5487
3. Use your online patient portal after your first clinic appointment

\* To schedule with the Wellness Nurse:

1. Call the HealthStat scheduling line at 866-959-9355
2. Call the Wayne County Employee Health Clinic at 330-287-5487

### **Location and Hours of Operation**

428 W. Liberty Street, Wooster, OH 44691 on the Main Floor of the Administration Building

#### **NP Hours**

Monday - 7 a.m. to 11:30 a.m., 12 p.m. to 2:30 p.m.

Wednesday - 7 a.m. to 11:30 a.m., 12 p.m. to 2:30 p.m.

Friday - 7 a.m. to 10:30 a.m.

#### **Wellness Nurse/RN Hours\***

Monday - 7 a.m. to 3 p.m.

Tuesday - 7 a.m. to 3 p.m.

Wednesday - 7 a.m. to 3 p.m.

Thursday - 7 a.m. to 3 p.m.

Friday - 7 a.m. to 3 p.m.

**\*Wellness Nurse will be available for blood draws from 7 a.m. to 1 p.m.**

# Consumer Incentive

This Consumer Incentive has been set up as an incentive for taking steps to either maintain or obtain a healthy lifestyle. Taking healthy actions and becoming a better consumer of your healthcare has its rewards.

Qualifying individuals who choose the Wayne County Consumer Driven Health Plan (CDHP) will get \$400(single)/\$800(family) deposited into a Health Savings Account (HSA). In addition, you will also have the opportunity to earn *extra* dollars into your designated HSA\*\*.



The \$400(single)/\$800 (family) Wellness Incentive is prorated monthly and paid quarterly in March, June, September and December. *Example (single): You are in the plan on January 1, but leave on April 30. You will receive \$100 in March and about \$33.34 for your last payment.*

## How To Register For The First Time:



Once you have opened a Health Savings Account (HSA) at the bank of your choice, notify your Payroll Department of your account number, and they will deposit the annual amount directly into this HSA account (if you start partway through the year, the first amount will be prorated). You may also request a debit card. This account can only be used for health reasons, such as doctor's appointments, prescriptions, etc.

To earn *additional* dollars, you will need to meet with the Wellness Nurse four (4) times per year and perform various tests. Passage of these tests will place dollars into your HSA\*\*! Below is a breakdown of these tests:

*Tobacco Usage* ..... Tests are two (2) times per year; \$50 will be deposited into your HSA\*\* each time you pass the test. *If tests show negative the first quarter, you may sign a waiver for the second quarter.*

*Blood Pressure*..... Tests are four (4) times per year; \$25 will be deposited into your HSA\*\* each time you pass this test. *Test Goal: <130/80.*

*BMI*..... \*Tests are four (4) times per year; \$25 will be deposited into your HSA\*\* each time you pass this test. *Test Goal: <25.*

*Blood Sugar* ..... Tests are two (2) times per year; \$50 will be deposited into your HSA\*\* each time you pass this test. Please note that this is a blood test and fasting is required beforehand. *Test Goal: <110.*

*LDL*..... \*Tests are two (2) times per year; \$50 will be deposited into your HSA\*\* each time you pass this test. Please note that this is a blood test and fasting is required beforehand. *Test Goal: <130.*

*\*In the event of a member/spouse becoming pregnant, the last Lipid (LDL) and BMI numbers, prior to the pregnancy, will be used, as the Lipid numbers are generally not accurate during a pregnancy and the BMI cannot be validated. These prior numbers will be used to determine the reward and/or lack of reward. The blood pressure, blood sugar and tobacco/urine test will still be done and will be subject to the reward requirements as per the current policy. If the member/spouse has not been tested in the last year or is new to the program, she will not be eligible for the Lipid (LDL) or BMI rewards until after the pregnancy.*

*\*\*The annual contribution must be deposited into an HSA account. However, earned dollars may go into an HSA account – or an account other than an HSA. Please keep in mind that any account other than an HSA will be subject to tax.*



**Questions?**

Contact the Wellness Nurse at [330-287-5487](tel:330-287-5487) or [wellnessnurse@wayneohio.org](mailto:wellnessnurse@wayneohio.org). The Wellness Nurse Office is located in the lower level of the Administration Building.

# Learn About Your Health Risks

When it comes to your health, knowledge is the key. By taking a simple, 15-minute online Health Risk Assessment (HRA), you take a snapshot of your current health condition and then you are able to look at your current health risks and decide goals to help you either maintain or obtain a healthy lifestyle.

## Here's How To Register To Take Your HRA:

1. You must have current verified blood draw numbers. These can be obtained for free with the wellness nurse at the Wayne County Employee Health Clinic.
2. Go to [www.aetna.com](http://www.aetna.com)
3. If you have not previously used the Aetna website, click *Log In*. Registration can be completed with your member ID number or social security number. This will step you through creating a user name and password. Please use a private email address, and refrain from using a work email address, if at all possible.
4. If you have registered with Aetna, enter your user name and password on the Member Log In screen.
5. Once you have logged in on member portal, click on "Stay Healthy", then click "stay healthy" under the sub-menu. Under "Access Your Health Dashboard", click "Complete a Health Assessment".
6. Once you answer all the questions, you will be presented with your Health Assessment Summary. Click "Continue" to review more information about your overall health risks, as well as an action plan listing steps you can take to lower those risks, along with your recommended health programs that can help. If you finish the Health Assessment Summary, you will see a graded page; this means it was successfully completed. You may complete the online Aetna programs that interest you, conveniently and privately.
7. When the Health Assessment Summary is completed, locate the HRA Completion Verification Plan (on the wellness website, or you may have received one with the lab results from the Wellness Nurse, or behind *Forms* at the back of this section). Fill out the form, including date. *Please make sure your name is included on all forms! Without a name, the Wellness Nurse will not be able to process your paperwork.* Follow the instructions on the HRA Completion Verification Form on how to submit completed form to the Wellness Nurse. If this form is not submitted or is received without a name, it will not count.

**You can easily finish this in about 15 minutes.**



# Engage In Your Health

## **LAB SAVINGS PROGRAM**

Lab orders obtained from your doctor can be faxed to the Wayne County Employee Health Clinic at **330-262-2054** (this is a secure line). Once labs are received, we will schedule your appointment for a blood draw. Please include contact information with lab orders. If a lab order is needed immediately, please call the Wayne County Employee Health Clinic at **330-287-5487**.

At the Wayne County Employee Health Clinic, we utilize Quest and Wooster Community Hospital labs to provide you a reliable, inexpensive option that will save you money, as well as save money in our self-insured health care plan. Please note, any lab work through Quest will be at zero cost. If we need to utilize Wooster Community Hospital, there may be a co-pay. However, it can all be drawn at one time. Once a lab order is received and reviewed, you will be advised on what preparation will be needed for your appointment.

**Important! If you have labs done by anyone other than our Wellness Nurse, always check to determine if those labs are sent to an in-network or out-of-network facility. Even an in-network doctor may choose to send labs to an out-of-network facility, costing you additional dollars!**

### **Questions?**

Contact the Wayne County Employee Health Clinic at 330-287-5487 or [wellnessnurse@wayneohio.org](mailto:wellnessnurse@wayneohio.org). The Wayne County Employee Health Clinic is located on the main level of the Administration Building.



# Wellness Web Site

**<http://www.wayneohio.org>**  
**(Click on “Wellness Entrance”)**

This site is designed to be a place for you to keep up-to-date on your wellness benefits. This is a secure website which you can access 24/7, from the comfort of your home or office. You will need to register for this site. However, once you are registered, you can find educational information and work on earning your wellness incentives right from your personal computer.

## **Here’s What You Will Find On The Wellness Website:**

- News from the Wellness Nurse
- Articles and Flyers
- Wellness Point Credits Information and Forms
- Current Program Information
- Online Tests to Earn Wellness Points (only a few – once utilized it will not be an option for future use)
- Mileage Tracker (found under *Activity Tracker*)
- Individual Point Tracking (found under *Employee Account Info*)
- Health Risk Assessment Link
- Health-Related Web Sites
- Summary Plan Description

## **How To Register For The First Time OR To Log In To Your Account:**

1. Visit <http://www.wayneohio.org>
2. At the bottom of the screen, click on *Wellness Entrance*.
3. Click *Log In*.
4. If logging in for the first time, use your Employee Number for BOTH your User Name and Password. This number needs to be 10 digits in length, so you will need to add zeros in front of your number to make it 10 digits. In other words, if your employee number is 4 digits, you will need to enter 6 zeros in front of it to make it a 10-digit number. If your employee number is 2 digits, you will need to enter 8 zeros in front of it to make a 10-digit number. For employees on the Wayne County payroll system, your employee number is 4 digits and is located on your paystub. If you are a sub-group participant, you can contact your payroll person, the Wellness Nurse or the HR Manager to get your employee number, if you do not already know it.

5. **Please change your password once you have logged in for the first time, for security purposes.**  
To change your password, click *Employee Account Info* at the top of the web page, enter your current password, then your new password and then you will need to confirm/re-enter your new password.
6. Click *Save* at the bottom of the screen.

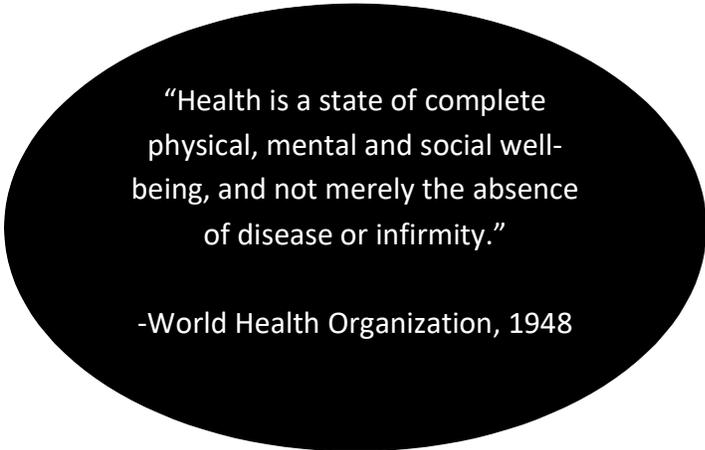
### **How To Find Your HRA Status and Your Points:**

Once you are on the Wellness home page, click on *Activity Tracker* at the top of the screen, then click on *Current Employee Points*. You will be able to see your name, as well as:

- Your HRA Date – If the HRA date is blank or has a date from a *prior year*, this means you have *NOT* completed and turned in your HRA for this year. If you see a date for the *current year*, this means the Wellness Nurse has received your completion page and you are up to date on your HRA for the incentive program.
- Your Points – The web site will list the date which the point was completed and the point value that you earned. It will also show you the total points you have in the system.
- ***IMPORTANT!*** *If you think that the points listed are more than or less than what you think you have earned, please do not panic! Call the Wayne County Employee Health Clinic to help get things straightened out.*

### **Questions?**

Contact the Wayne County Employee Health Clinic at 330-287-5487 or [wellnessnurse@wayneohio.org](mailto:wellnessnurse@wayneohio.org)



“Health is a state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity.”

-World Health Organization, 1948

# Forms



**The following pages contain frequently used forms for your convenience!**

**Forms not contained in this section can be found at:**

**<http://www.wayneohio.org>**

**Please photocopy all forms, keeping the originals in your binder, so that you can continue to use in future years.**





