

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.**

Health First Wellness Incentive

The Health First Wellness Incentive has been set up as a reward 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.

When you complete five (5) wellness incentive activities and update your HRA before November 15th, you will be eligible to earn the Wellness Incentive of lower co-pays, lower deductibles and lower co-insurance for the next year.



Mix 'n Match Your Points To Earn Your Five

With several categories of incentive activities and ways to earn wellness points (also available online), it has never been easier. Don't wait! Start today! Please refer to the wellness point chart for the specific requirements and limitations for each point. Below is a general listing of those you may qualify for:

Preventative Health Check-Ups

Log on to the wellness website for the appropriate forms you'll need to take to your appointment:

- Routine physical exam
- Certain cancer screenings (based on age)
- Two (2) Dental check-ups in 365 days
- Eye exam
- Flu shot
- And MORE!



Exercise

Join a league sport, take exercise or dance class, or simply log your daily activities – each will earn you wellness points!

Weight Management

Programs throughout the year with the Wellness Nurse or provided by your healthcare provider may qualify.

Wellness Education

- Attend on-site or off-site informational programs (example: brown bag or lunch and learn)
- Online learning opportunities
- Participate in the “Know Your Numbers” program (requires you have your blood drawn and the results reviewed with the Wellness Nurse) and the “Healthy Now” program (having BMI, blood sugar level, blood pressure, triglycerides and cholesterol levels within recommended ranges and being tobacco free earns extra points during the KYN program). These programs run May 1st through October 1st of each year. Your spouse **MUST** earn at least one (1) point but **MAY** earn a second point towards your incentive.



Changes For A Healthier Life

Earn wellness points when you achieve specific health goals. Becoming tobacco-free is one example. See the wellness point chart (at the back of this section or on the wellness web site) for a complete listing.

Diagnosed Conditions

If you are diagnosed with diabetes, high cholesterol, high blood pressure or asthma, you can earn up to three (3) wellness points by focusing on your condition. You must notify the Wellness Nurse before following this option.

Are You New To The Insurance Plan?



If you are new to the insurance plan, you must complete your HRA within the first thirty (30) days of being insured in order to earn the Health First Wellness Incentive for the current year. In order to do this, you must have current lipid panel numbers, blood sugar number, and your current blood pressure reading. If you already had these done by your healthcare provider, you may use those numbers – but you will need to provide those numbers to the Wellness Nurse for verification. It is your responsibility to contact the Wellness Nurse to perform this necessary testing, which is free of charge.

The Wellness Incentive is always earned one year ahead, so if you wish to be eligible for the incentives in the next year, you will need to earn points based on your first day of being insured (see dates below). Keep in mind that the Wellness Incentive is always optional; you may choose to not participate in the current year (by not completing your HRA in the first 30 days), but may choose to earn incentive points and complete the HRA for the next calendar year. Without the Wellness Incentive, you will be on the Base Plan Without Incentive and will pay higher co-pays, higher deductibles and higher co-insurance.

The following is the chart that you must follow in order to be eligible for the incentive for the **first full year** of being an eligible member on the plan:



- November 16 through June 30 – Five (5) wellness points*
- July 1 through August 31- Three (3) wellness points*
- September 1 through September 30 – Two (2) wellness points*
- October 1 through November 15 – Zero (0) wellness points*

***In addition to the above points which must be earned, you must also submit verified labs and complete/update your HRA by the November 15th deadline.**

Every year after this, you must earn the full five (5) points, in addition to completing/updating your HRA!

Remember, we work one year ahead on points, so even if you do not have to earn points for the **first** full year of being an eligible member on the plan, you will need to earn points for the **second** year (if you want the incentive).

Points are earned between November 16th of one year and November 15th of the next year. For example, in order to be eligible for the incentive in the calendar year of 2021, you need to earn your five (5) points and update your HRA between November 16, 2019 and November 15, 2020.

If you have further questions, contact the Wellness Nurse at 330-287-5487 or wellnessnurse@wayneohio.org

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
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. 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.

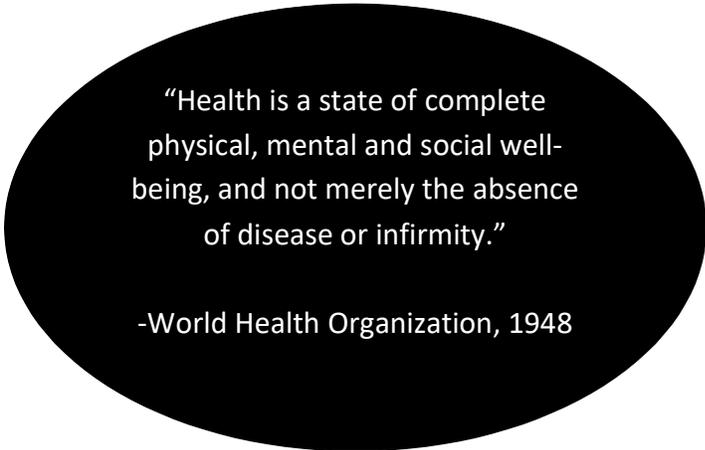
How To Find Your HRA Status and Your Points:

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



“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.



POINT CHART for WELLNESS PROGRAM

Written Proof Required – Forms Available Through Wellness Web Site



To earn the wellness incentive, you must earn and turn in (5) Wellness Points, plus complete or update your HRA (if you have a spouse on your plan, please read the spouse mandate below). Please note the following:

- ▣ Wellness Points must be earned and turned in between the dates of November 16 and November 15.
- ▣ HRA must be updated by November 15 of each year, with numbers from the Wellness Nurse. You must receive these numbers from the KYN program or by verifying numbers, received by your doctor, with the Wellness Nurse ahead of time. Labs are drawn/re-verified every 3 years.
- ▣ For new employees or those with special circumstances, please contact the Wellness Nurse.

Point Value

Track Your Points!

Spouse Mandate (points earned between 11/16/19 through 11/15/20 to be on the Wellness Program in 2021)

If a spouse is on an employee's medical plan, in order for the family plan to be considered on the incentive, that spouse must earn 1 of the 5 points that are necessary for the incentive plan. The spouse may earn up to 2 points, but 1 point is required for the incentive plan. This means either 1) the spouse will earn one point and the employee will earn 4 points and complete the HRA or 2) the spouse will earn two points and the employee will earn 3 points and complete the HRA. If an employee earns 5 points and his/her spouse earns zero points, they will not be eligible for the incentive plan and will remain or be transferred back to the basic plan. Again, this rule only applies to those employees who have a spouse on their plan. The four ways which spouses can earn points are as follows:

Eye Exam (one per year)	1	
Dental Checkups (2 within 365 days)	1	
Physical (one per year)	1	
Know Your Numbers (KYN) Program completion (program runs May 1st through October 1st) <i>see below for details</i>	1	

Preventive Health Check-Ups (as age appropriate and recommended by Aetna)

Be sure to check your insurance coverages so that you are aware of any charges for which you may be responsible

Body Scan (Whole) to screen for skin cancer (one per year)	1	
Bone Density baseline screening for women (once after menopause, then every 3-5 years as recommended by your physician for women without Osteopenia) (does not include health fair or public screenings)	1	
Colonoscopy (age 50 or over to get a baseline colonoscopy) (one per year; insurance only pays every 5 years)	1	
Dental Checkups (2 within 365 days)	1	
Eye Exam (one per year)	1	
Flu Shot (one per year)	1/2	
Mammogram (every 1-2 years for women over age 35)	1	
PAP Test or GYN Exam (recommended for women who have been sexually active and have a cervix) (one per year)	1	
Physical (one per year)	1	
Prostate Exam (yearly for males over age 50)	1	

Wellness Education

Brown Bag Lunch attendance	1/2	
Health Education Event attendance – contact Wellness Nurse in advance to verify event's qualification Minimum of 30 minutes in length and proof of attendance via signature of speaker or notes taken are required	1/2	
Learning Opportunity on the Wellness website (scoring 75% or higher on a test provided afterwards)	1/2	
Wellness Program completion (example – walking program) (points to be determined for each program)		
Discovery of a Billing Error which results in reimbursement to the Wayne County Health Plan	1	

Weight Management

Food Diary completion for 3 months (up to two per year)	1	
Weight Loss Goal attainment set by Weight Loss Consultation with a Health Professional (one per year)	1	
Weight Watchers Member or similar program (one per year)	1	

Exercise

Exercise Class attendance – 5 week session minimum (up to two per year) 5 weeks of Dance class is acceptable; however, attending regular dances do not count; must have an instructor	1	
Exercise Log completion for 3 months (exercising beyond normal daily routine) (up to two per year) You may include in your log: mountain climbing, dancing, bicycle riding (not motorcycle), swimming, golfing	1	
Sleep Log (completion for 3 months, up to two per year) Questions? Call the Nurse	1	
League Sport Participation (subject to approval by Wellness Nurse) (up to two per year)	1	

Changes for a Healthier Life

Tobacco Products – Quit Use Of or Remain Free of use for 6 months after initial test (urine test required as proof)	1	
Know Your Numbers (KYN) Program completion (program runs May 1st through October 1st) The Wellness Nurse can draw your blood for a lipid panel/cholesterol test anytime during the year for free. However, you will only earn point(s) during the KYN program. If you have a medical reason why the Wellness Nurse cannot draw your blood for the lipid panel and have pre-approved the issue with the Wellness Nurse, you will still need to finish the other screenings in the KYN program to earn point(s). Receive points for achieving or maintaining: 1) Waist Measurement: females <35", males <40" 2) Blood Pressure < or = 130/85, 3) Blood Sugar Fasting < or = 110, 4) LDL < or = 130, 5) Triglycerides < or = 150 and 6) Tobacco Free (negative urine test required). Points are awarded depending on the results; see the Wellness Nurse for details. Testing is offered in conjunction with the KYN program.	1-3	

Diagnosed Conditions – If diagnosed with one or more of the following health conditions (you must provide proof), you have an opportunity to earn 1 wellness point, per condition, focusing on that condition (with the exception of Diabetes and Hypertension, which only has a total point award of 1). Details are below:

Diabetes – Quarterly Blood Pressure Checks with your doctor or the Wellness Nurse (if by the doctor, a signed form is required)	1	
Hypertension – Monthly Blood Pressure Checks with your doctor or the Wellness Nurse (if by the doctor, a signed form is required)	1	
Asthma – Yearly Peak Flow Testing	1	
High Cholesterol – Yearly Lipid, drawn by the Wellness Nurse	1	

All Future Programs and Point Values will be determined after being reviewed by the Health & Wellness Committee. If you have a point rejected by the Wellness Nurse, you may ask her to take it to the Committee for appeal. All decisions from the Committee are final.

For any medical procedures completed, with the exception of a physical or dental visit, employees can use the basic Wellness Point Credit Form (located at <http://www.wayneohio.org>) and have the doctor or technician sign the form. Another option is to attach an Explanation of Benefits (EOB) or similar form of proof. You do not need to send blood work or any test results with the form.

Updated 10/25/19

Preventative Exam Incentive Credit Form

(For Employees or Spouses)

Name: _____ Date: _____

Phone: _____ Email: _____

If completing as a Spouse: Please list the full name of the Employee, so their incentive account can be updated:

Please check mark all items examined at visit

(Check list based on 2017 USPSTF recommendations)

This form is intended for use as a preventative guide and not directions for care by the employer or health care insurer.

- Weight** **If GYN visit only, please check here** _____
- Waist circumference**
- Blood pressure**
- Review individuals medical and social history**
- Review of individuals for screenings/risk factors for:**
 - ✓ **Hypertension** - B/P screening recommended for individuals 18 yo or older
 - ✓ **High Cholesterol** - lipid profile recommended every 5 years starting at age 35 for men and 45 for women.
 - ✓ **Blood Sugar** - screening recommended for type 2 diabetes in asymptomatic adults with sustained blood pressure (either treated or untreated) greater than 135/80 mm Hg).
 - ✓ **Cardiovascular risk profile** (smoking, sedentary lifestyle, obesity).
 - ✓ **Breast cancer** - mammogram is recommended every 1-2 years for females 35 yo or older.
___ **Mammogram completed today or on** ___/___/___
 - ✓ **Cervical Cancer** - screening pap is recommended for cervical cancer in women who have been sexually active and have a cervix.
___ **Pap/pelvic exam completed today or on** ___/___/___
 - ✓ **Colon Cancer** - screening colonoscopy recommended for individuals 50 yo or older.
 - ✓ **Prostate Cancer** - screening PSA- recommended for males 50 yo or older. (Please note: the county offers a free PSA blood draw yearly)
___ **PSA and/or Digital Exam completed today or on** ___/___/___
 - ✓ **Immunizations** (see current CDC/ACIP recommendations).
 - ✓ **Behavioral health screenings** (verbal screenings for depression, alcohol abuse, substance abuse).
- Review of individuals quality of daily living**
- Review current medications and effectiveness**
- Review blood work as appropriate**
- Pneumococcal vaccine offered as appropriate** (recommended for patients 65 yrs or older).
- Flu shot recommended as appropriate** (Please note: the county offers employee/family flu shots at no charge starting every October)
- Counseled patient during visit as needed (some USPSTF recommended areas):**
 - ✓ Smoking cessation
 - ✓ Weight loss
 - ✓ Stress management
 - ✓ Physical activity
 - ✓ Other areas as needed
- Discussed Health Plan**

NOTE: The County has a discounted lab program using Wooster Community Hospital Lab, please send a doctors order with your patient or fax on to the nurse and they can arrange to have it done with the Wayne Co Wellness Nurse. (If you have questions please call the nurse)

Signature of Physician

Date

For wellness point credit:

Completed form must be returned to Misty White RN- Wayne Co. Health and Wellness Nurse- 330-287-5487-428 W. Liberty St, Wooster, Oh 44691 or faxed 330-262-2054 by the November 15th deadline.

Office Use Only:

___ #1 Physical 1 pt earned/Entered _____ ___ #2 GYN 1 pt earned/Entered _____ ___ #3 PSA 1 pt earned/Entered _____
___ #4 Mammo 1 pt earned/Entered _____ ___ #37 Flu Shot Not with Nurse ½ pt earned/Entered _____ ___ #39 Spouse Physical 1 pt earned/Entered _____

Eye Exam Incentive Credit Form

(For Employees and/or Spouses)

Name: _____ Date: _____

Email: _____

Phone Number you can be contacted: _____

If completing this as a Spouse: Please list the full name of the Employee, so their incentive account can be updated _____

Doctor's name who completed the exam: _____

As of _____, the above mentioned person completed a preventative or dilated eye exam.

Signature of person verifying exam: _____

For wellness point credit: Completed form must be returned to Misty White, RN – Wayne County Employee Health Clinic – 330-287-5487 – 428 W. Liberty St., Wooster, Ohio 44691, or faxed 330-262-2054 by the November 15th deadline.

Health and Wellness Nurse Use Only:

Approved ____/____/____ ____ #5 Entered ____ #38 Spouse Entered ____/____/____
Denied ____/____/____

Comments:

Preventative Dental Check Incentive Credit Form

(For Employees and/or Spouses)

Name: _____ Date: _____

Email: _____

Phone Number you can be contacted: _____

If completing this as a Spouse: Please list the full name of the Employee, so their incentive account can be updated _____

Dentist Name: _____

As of _____, the patient named above has had two preventative dental visits in the last 365 days.

Dentist's Signature: _____

For wellness point credit: Completed form must be returned to Misty White, RN – Wayne County Employee Health Clinic – 330-287-5487 – 428 W. Liberty St., Wooster, Ohio 44691, or faxed 330-262-2054 by the November 15th deadline.

Health and Wellness Nurse Use Only:

Approved ____/____/____ ____ #6 Entered ____ #22 Spouse Entered ____/____/____
Denied ____/____/____

Comments:



HRA Completion Verification Page

Name: _____

(Please Print-First and Last name)

I have logged on to www.Aetna.com and completed the Health Assessment on

_____.

(Date completed)

- I verify that I saw the graded page and I am aware of my health risks.
 - I had my labs drawn with the Health and Wellness Nurse between 11/16/2018 – 11/15/2022
- OR**
- I am turning in a copy of my lipids and blood sugar, drawn by another source.
(If you choose this option, no points are issued nor can you participate in the KYN program offered through the Wellness program)

Please make a copy of the graded page for your records, you do not turn in the graded page, just print it for your records. Just turn this slip of paper into the Health and Wellness Nurse. This paper will allow the nurse to watch for your completed HRA on the reports for Aetna. If you do not turn in this paper and it does not show on the Aetna report, the nurse will not know that you completed the HRA and you are at risk of not getting credit for completion of the health incentive.

➤ ***If you are a New Employee to the Health insurance***

To earn the incentive as a new employee, you have 30 days from the day you come on to our insurance plan to turn in the HRA with verified labs. After completing the HRA, you have until November 15 to turn in the required amount of points to earn the incentive. (Talk to the nurse if you do not know how many points you need)

➤ ***If you are not new to the insurance program but did not earn the incentive previously***

You have until Nov 15 to turn in your HRA with verified labs and proof of 5 approved wellness points. If you do this, you will be switched to the incentive plan the following January.

➤ ***If you are already on the incentive plan***

To keep incentive for the following year, remember to turn in your HRA with verified labs and proof of 5 approved wellness points by the November 15 deadline. If you do this, your incentive will continue.

Please return this form as soon as you complete the HRA.

You can fax, email, interoffice or mail the form:

Wayne County Employee Health Clinic – Attn: Misty White

428 West Liberty Street Wooster, Ohio 44691

330-287-5487 Phone/ 330-262-2054 Fax

wellnessnurse@wayneohio.org

Nurse use only:

- Entered into the website
 - BC notified
 - New employee:
- Date received :