

2018 EMHS Benefit Year Biometric Program Details

ACTION ITEM to receive the cash biometric screening reward (\$150): October 1 – December 31, 2017

Full Screening - None of your biometric measures were available so you will need to attend a full Beacon Health biometric screening, which will include a fasting blood draw for cholesterol and glucose, a blood pressure reading, and your height and weight. You will need to refrain from eating or drinking anything but water or black coffee or tea for 8 – 10 hours prior to the screening. A calendar of screenings is included in this mailing. If your primary care provider (PCP) has already taken these measures in 2017 or has scheduled you to get them before the end of the year, you can bypass the screening by downloading the Biometric Provider Form located at www.beaconhealth.me and have your provider fill it out. You can then fax it to Beacon Health at 989-1096 **before December 31, 2017.**

Screening Only - Your cholesterol and glucose measures are accounted for, but you will still need to attend a Beacon Health biometric screening in order to have your blood pressure and BMI taken. However, because you are not having bloodwork, **you will NOT NEED TO FAST.** A calendar of screenings is included in your initial email. If you have already had your blood pressure and height and weight taken at your primary care provider's in 2017, you can bypass the screening by downloading the Biometric Provider Form located at www.beaconhealth.me and have your provider fill it out. You can then fax it to Beacon Health at 989-1096 **before December 31, 2017.**

Lab Voucher - Your blood pressure and BMI are accounted for. You will just need to take the enclosed lab voucher to one of the labs or draw stations included in your letter. You will need to refrain from eating or drinking anything but water or black coffee or tea for 8 – 10 hours prior to your lab draw.

“You’re Golden” - All of your biometric measures are accounted for. This email means that no further action is necessary to receive the biometric screening reward. Save this email as confirmation of your biometric requirement completion.

ACTION ITEM to receive the healthier BMI HRA contribution reward* (\$100): October 1 – December 31, 2017: If your BMI is under 29, no further action is necessary. If your BMI is 29 or above, you can still qualify for the reward by completing a qualified engagement program and submitting the completion form prior to September 30, 2018.**

*In order to qualify for the HRA component of **EMHS biometrics program**, Beacon Health must have all of your biometric values.

**The HRA incentives provided in this program are up to the maximum HRA balance allowed per the EMHS Employee Medical Plan Summary document.

***For more details and a list of qualified engagement programs, visit the Wellness portion of www.beaconhealth.me.

Your private health information and your privacy

Beacon Health is the EMHS member organization specializing in population health management. We provide biometric screenings for employees/spouses/domestic partners enrolled in the EMHS Employee Medical Plan. If employees/spouses/partners have already had their blood glucose, cholesterol, blood pressure and body mass index (BMI; a height-to-weight calculation) measured by an EMHS primary care provider's office between January 1 and August 15, 2017, Beacon Health will have made every effort to have this information collected through the electronic medical record (EMR) by EMHS Clinical IS using an automated and confidential data filtering system in accordance with the EMHS Employee Medical Plan's Notice of Privacy Practices, located on the EMHS Benefits portal. The information Beacon Health was able to locate for you on the EMR determined what actions you are required to take to receive the biometric screening reward outlined in the checklist above.

Your private health information gathered by Beacon Health will never be used in association with your name, other than being shared with your primary care provider, nor will this information have an impact on your health insurance premiums. Beacon Health will provide aggregate (not specific to the individual but reflective of the group) biometric data to EMHS Total Health so that this information can be used to build a picture of the relative health of EMHS employees and point to the particular kinds of wellness initiatives that would be useful.

Confirming that Beacon Health has your biometric measures and viewing your results

If you haven't already, you can establish a Virgin Pulse account to see your results. Virgin Pulse is EMHS's hub for tracking physical activity, taking the annual health assessment and filing biometric information. All benefit eligible employees and their spouses/domestic partners are eligible for Virgin Pulse. Create an account by going to join.virginpulse.com/emhs. It is not necessary to participate in the Virgin Pulse program to use the platform to see your results.

You will find your results on the date your tests were performed. Beacon Health will upload an initial file in late September and again in late November and December. A final upload will happen in January 2018 and participants will receive an alert from Virgin Pulse several days before your results are available.

Biometric results can be found in "Stats," a dropdown under Tracking on the main menu. Once in My Stats, scroll down to My Weight Measures (you will just see your weight here because Virgin Pulse cannot support a body mass index measure) Blood Pressure, Cholesterol Measurements and Glucose Measurements. *Once an updated value has appeared in each of these areas, you will know that you have fulfilled the biometric screening requirements.*

Virgin Pulse will hold all biometric results provided by Beacon Health for any EMHS eligible person, even if that person has not signed up for Virgin Pulse. Once that person does sign up, the

information will be available, which the participant will be able to locate on the date the testing took place.

Beacon Health will send biometric results to EMHS primary care providers.

IMPORTANT: Participant responsibility

It is the participant's responsibility to ensure that Beacon Health has received all necessary information and/or performed the necessary screenings by December 31, 2017. It is also the participant's responsibility to save this letter, or the lab/screening receipt (if applicable), should a discrepancy about requirement fulfillment come up. Email beaconwellness@emhs.org no later than January 25, 2018 if you feel your results should be uploaded but are not.

Contesting your reward status/payment

Every effort will be made to place biometric cash payments in paychecks and HRA contributions in HRA accounts in February. If you believe you are qualified to receive an HRA contribution or a biometric reward but do not receive the payment or contribution, **you have until 3/31/18 to contest your reward status.** You will need documentation and/or your saved receipts in order to do this. There will be no payments or contributions made after 3/31/2018.

Special considerations

Pregnancy

If you were pregnant in the last three months, are currently pregnant, or are breastfeeding (all of which can skew your results), you can download an exemption attestation form on the **Wellness** section of www.beaconhealth.me. Beacon Health will review and contact you for more information if needed. Please fax to Beacon Health at 989 – 1096 or email beaconwellness@emhs.org by December 31, 2017.

Alternate body measurement option

If your BMI is between 29 and 34.9, but you feel it does not accurately represent your body fat status, you have the option of having a waist circumference measurement instead. If you fall in this category and want to pursue the waist circumference option, please contact Beacon Health at 973-8273.

Who to contact for assistance

Call Beacon Health at 973-8273

- If you have a condition that makes fasting or participating in the screening difficult. If you are pregnant, locate the EMHS biometric exemption form in the Documents section of the **Wellness** portion of www.beaconhealth.me.
- If your results are not showing up on the Virgin Pulse platform but you had your screening or labs done.
- If there is no screening time that works for you.

Call the HR Service Center at 973-4000 or email hrservicecenter@emhs.org

- If you have questions about the program. Please note: All information and communication about the 2018 EMHS biometric reward program can be found on the **Wellness** portion of www.beaconhealth.me.
- If you believe the cash reward amount in your paycheck isn't correct. The Service Center will first confirm the reward amount in your paycheck. You will then be directed to Beacon

Health at 973- 8273 where you will provide your necessary documentation (letter, and/or lab/screening receipts) to confirm the accurate reward amount.

- If you believe you were entitled to an HRA contribution but it was not reflected in your account.