



Wellness Program

04.01.18 – 03.01.19

The TRHealthFit 2018-2019 Wellness Program is open to all PART-TIME and FULL-TIME Three Rivers Health Employees. Please read through this guide carefully and complete all necessary steps **BEFORE March 1, 2019** to earn the employer-sponsored incentive.

PROGRAM GUIDE

April 1, 2018 – March 1, 2019

Wellworks For You



welcome

Welcome to your 2018-2019 Wellness Program! All **PART-TIME** and **FULL-TIME** Three Rivers Health employees will have opportunities to participate in various wellness activities to earn the employer sponsored incentive outlined on page 3 of this guide. Your new program details are outlined throughout this brochure.

Steps to Earn an Incentive



Step 1: Annual Preventative Screening: 25 Points

Complete **one (1)** of the screening options below **BEFORE March 1, 2019**:

- Onsite Biometric Screening (dates will be announced via email)
- Visit your Primary Care Physician between **March 2, 2018** and **BEFORE March 1, 2019** and obtain lab work. Print out the **Physician Results Form** located on the Wellness Portal under **My Profile>Wellness Toolbox** and take it to your doctor. All metrics must be collected to receive credit.



Step 2: Know Your Number Assessment: 25 Points

Complete the Know Your Number Assessment located on the Wellness Portal under **My Health Assessments>Know Your Number Assessment** **BEFORE March 1, 2019**. Once the Know Your Number report is generated, you will receive credit.



Step 3: Earn Points through Additional Activities

Submit your Completed Documents **BEFORE March 1, 2019**

By completing steps 1 and 2 listed above, you will earn **50 points**. Collect an additional **50-550 points** by participating in the activities listed below **BEFORE March 1, 2019**. The amount of points you earn will determine your incentive eligibility.

Activities	Points
Healthy Ranges – Earn 25 points for each healthy range you meet from your Annual Preventative Screening results. <ul style="list-style-type: none"> • Blood Pressure: Systolic: Less than 120 mmHg; Diastolic: Less than 80 mmHg • HDL Cholesterol: Greater than or equal to 40 mg/dL • Waist Circumference: Men: Less than or equal to 40 inches; Women: Less than or equal to 35 inches • Glucose: Fasting: Less than or equal to 100 mg/dL; Non-Fasting: Less than 140 mg/dL • Triglycerides: Less than or equal to 150 mg/dL (only measured during fasting health screening) • LDL: Less than 130 mg/dL; (only measured during fasting health screening) • Total Cholesterol: Less than 200 mg/dL • Total Cholesterol/HDL Ratio: Men: Less than 5; Women: Less than 4.5 (If you achieve a Total Cholesterol rating higher than 200 mg/dL but are within a healthy range for Total Cholesterol/HDL Ratio, you will receive credit for your Total Cholesterol.)	25 ea.
Wellness Challenges – All details regarding the wellness challenges will be announced via email during the year.	20-50
Race Participation (Limit 5) – Participate in a walking, running, swimming, or bicycling event with a minimum distance of 5K. Submit the Race Participation Log located under Forms in the Wellness Toolbox .	20 ea.
Fruit/Vegetable Stickers – Fill out the fruit and vegetable tracking sheet with 40 stickers/tag throughout the year. Submit the completed sheet to Meg Rimer via email at mrimer@trhealth.org .	20
Yearly Walking Challenge – Log at least 1,500,000 steps on the Wellness Portal by 3/1/2019 .	50
Lunch and Learns – Attend a presentation and have the presenter initial the tracking card. Submit the tracking card to Wellworks once all six (6) boxes on the card are initialed.	20
Preventative Exams (Limit 5) – Includes annual preventative, dental (2 submissions allowed), vision, mammograms, OB/GYN well visit, colonoscopy, dermatology, and prostate exams. Submit Proof of Visit Form or EOB to Wellworks.	15
Blood Donation (Limit 1) – Donate your blood and submit proof of donation to Wellworks.	20
HealthTRAC Programs – Complete a 6 to 10-week program (Triathlon Training, HealthTRACkers, Triple Threat, etc.)	20
Physical Activity Log (Limit 1) – Log 100 workouts during the wellness year on the Physical Activity Log . Submit the completed log to Wellworks.	25
Miscellaneous events – Earn up to a max of 50 points by completing miscellaneous activities to be announced via email during the year.	50
Nutrition Log (Limit 1) – Log your breakfast, lunch, and dinner under Fitness and Nutrition>WellBalance or in the Nutrition Log located in the Wellness Toolbox for at least four (4) weeks. Submit the completed log to Wellworks.	50
Meatless Monday (Limit 1) – Skip meat on Mondays for four (4) weeks and submit the Meatless Monday Contract located in the Wellness Toolbox . Submit your completed contract to Wellworks.	20
Newsletter Quizzes – Read the monthly Wellworks newsletter and take the corresponding quiz.	5 ea.
Massage (Limit 1): Provide a copy of your receipt of a half hour or longer massage.	20



incentives and add'l information

Incentives

You must complete the **Annual Preventative Screening, Know Your Number Assessment**, and **earn points through additional activities** to be eligible for an incentive. Your point totals will determine your incentive. Please note, you will only be eligible to receive **one (1)** incentive at the end of the program year.

Point Tiers	Rewards
Step 1, 2, and 50-149 points	\$25.00
Step 1, 2, and 150-249 points	1-month HealthTRAC membership or \$50.00
Step 1, 2, and 250-349 points	3-month HealthTRAC membership or \$75.00
Step 1, 2, and 350-449 points	6-month HealthTRAC membership or \$100.00
Step 1, 2, and 450-549 points	Annual HealthTRAC membership or \$350.00 in 2019 Medical Premiums or \$250.00
Step 1, 2, and 550+ points	Annual HealthTRAC membership or \$350.00 in 2019 Medical Premiums or \$250.00 AND a SuperFIT Gym Bag

Wellness Portal

In order for your participation in the program to be tracked, employees must have a Wellworks For You Wellness Portal account. If you already have an account, you **DO NOT** need to create a new one. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.**

New User? Create Your Confidential Wellness Portal Account

1. Go to www.wellworksforyoulogin.com
2. Click the link to create an account as a **New Member**
3. Enter your Company ID: **10796**
4. Complete the registration process

Additional Information

View Details for Programs, Events, and Activities

Events are listed on your personal Wellness Portal (www.wellworksforyoulogin.com) under **My Profile>Programs and Events**. To view extended details about each program, select **Click Here for Details** next to the event title.

View and Download Documents for Completion

All forms are located on the Wellness Portal under **My Profile>Wellness Toolbox**. Download and/or print PDF forms for completion.

View Your Participation

Wondering what you have completed?

1. Log into your Wellness Portal (www.wellworksforyoulogin.com)
2. Go to **My Profile>ResultsNow**

Please Note: Wellworks For You requires 2 weeks for processing and participation to be updated in the Wellness Portal.

Submit your Completed Documents BEFORE March 1, 2019

All forms should be submitted to the Wellworks Forms Department. Submit your completed forms in one (1) of four (4) ways:

- **Scan and email:** forms@wellworksforyou.com
- **Upload to Portal:** Click **Contact Us** on the main menu bar of the Portal and use the **Attach File** button to select a file from your computer. Users are limited to one (1) file per email.
- **Secure fax:** 610.640.9749
- **Mail:** 1615 West Chester Pike, Suite 104, West Chester, PA 19382, Attention: Forms Department



the fine print

The 2018 Three Rivers Health Wellness Program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete the Know Your Number Assessment or "KYN" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete an annual preventative screening, which will include height, weight, waist circumference, and a blood test for cholesterol, HDL, LDL, triglycerides, and glucose. You are not required to complete the Know Your Number or "KYN" or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive of up to \$350 per year off your medical premium for completing the annual preventative screening, Know Your Number Health Risk Assessment, and completing additional activities. Although you are not required to complete the Know Your Number Health Risk Assessment or participate in the annual preventative screening, only employees who do so will be eligible to receive an incentive.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your KYN and the results from your annual preventative screening will be used to provide you with information to help you understand your current health and potential risks and may also be used to offer you services through the wellness program, such as lunch and learns and wellness challenges. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Three Rivers Health may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.