

# COMPLETE YOUR IHEALTH RISK ASSESSMENT & BIOMETRIC SCREENING BY NOVEMBER 6, 2015



Health Risk Assessment and  
Biometric Screening  
(2 step process)

## FAQS

### Who is eligible to participate in the health assessment and biometric screening program?

All City of Bryan employees enrolled in the City's health plan may participate in this voluntary program.

### What is a Health Risk Assessment?

A health risk assessment is a health questionnaire used to provide individuals with an evaluation of their health risks and quality of life.

### What is a biometric Screening?

A biometric screening is the measurement of physical characteristics such as height, weight, body mass index, blood pressure, blood cholesterol and blood glucose that can be taken at the worksite and used as part of a workplace health assessment to benchmark and evaluate changes in employee health status over time.

### How do I participate in the program?

Each year the health assessment and biometric screening (Step 1 & 2) are offered prior to the City's Open Enrollment period. If you would like to receive the "Healthy Lifestyle" health insurance premium, you must complete the screening annually. Healthy Lifestyles participants currently pay \$140 less per month in premiums than a non-participant. In order to receive the lower premium rate, you will be required to follow-up with a medical provider if one or more of your values returns abnormal. Follow-up is required if your:

- Total cholesterol is 200mg/dL or higher
- Fasting blood glucose level is 100mg/dL or higher
- Triglyceride level is 150mg/dL or higher
- Blood pressure is greater than or equal to 140mmHg and/or greater than or equal to 90mmHg

### Is my wellness screening information confidential?

Absolutely! You will receive a copy of your personalized wellness report while Risk Management Staff receives aggregate data along with a Pass/Fail status on each participant.

### How do I prepare for the screening portion?

In order to get the most accurate results, you must fast for approximately 12 hours (no food or drink, except water) prior to your blood draw. If you are not fasting, you will be asked to reschedule. You are encouraged to drink plenty of water to prevent dehydration. If you take medications, please take them with water prior to your screening.

### What if I recently had a visit with my provider and the required tests were completed, can I utilize them for the purpose of the wellness program?

If the tests were completed July 1, 2015 or after they will be accepted. The only exception will be for FitLife (Fire/Police only) results as these can be from any date in 2015. Your provider will need to complete the enclosed "Medical Provider Screening Form." A copy of your labs is not required this year. If you begin the process by seeing your own provider and submit all necessary paperwork, you will not be asked to follow-up.

### What if my doctor's office charges to fill out the form to provide my biometric screening results?

Because the Medical Provider Screening Form only requires eight values, most offices will not charge to transfer patient results; however, if your provider's office submits a charge for completion of the form, these charges will not be paid by your health plan. You will be responsible for any charges submitted by your provider for completion of the form.

See reverse side for step-by-step instructions on how to participate!



# ALL ASSESSMENTS & SCREENINGS DUE BY NOVEMBER 6, 2015

## How do I complete the Health Risk Assessment portion? (Step 1)

There are two options for completing the questionnaire portion. Please choose one option (Online or Scantron).

**Option 1: Online Portal** The easiest and most convenient way to answer the questionnaire. Follow these steps.

- Log on to <http://wellness.bryantx.gov/>
- Click on the "Healthy Lifestyles" tab at the top of the page.
- Click "Take my assessment online."
- Enter your username. (Hint: your City email address should be your username)
- Enter your password. If you do not remember your password, use the "reset password" function.
- If you have problems logging into the portal, please call the Employee Health Center at 821-7690.

**Option 2: Scantron Form** Complete the questionnaire via scantron form using a No. 2 pencil. Leave the height, weight and blood pressure portion blank. These values will be taken during your biometric screening. The "Personal ID" is your Social Security Number (no dashes) and the "Group ID" section can be left blank. The questionnaire should be done prior to your biometric screening.

## How do I complete the Biometric Screening portion? (Step 2)

There are four options for completing the screening portion. Please choose one option.

**Option 1: Onsite** Staff from St. Joseph Regional Health Center will be onsite at various city locations during the month of October to perform screenings. Visit <http://wellness.bryantx.gov/> for the onsite screening schedule. Contact Lesley Ward at [lward@bryantx.gov](mailto:lward@bryantx.gov) or by calling 209-5050 to schedule an onsite appointment.

**Option 2: City of Bryan Employee Health Center (COBEHC)** Call the City of Bryan Employee Health Center at 821-7690 to schedule an appointment to have your screening completed. **NO WALK-INS WILL BE ACCEPTED FOR WELLNESS SCREENINGS.**

**Option 3: Utilize your Primary Care Provider (PCP)** If you regularly see an outside medical provider, call to schedule an appointment to have the screening done through his/her office. Keep in mind you will be responsible for any co-pay, co-insurance or deductible associated with the visit. You will need to have your provider complete the enclosed "Medical Provider Screening Form" with his/her signature included. A copy of your labs is not needed this year; however the labs must be done July 1, 2015 or after.

**Option 4: Utilize Fit Life Results (Fire/Police Only)** Obtain a copy of your 2015 FitLife results. If you need another copy, please call Dr. Steve Martin at 862-7726. If **ALL** of your values meet the established criteria, you may submit them; however, if one or more do not meet the criteria, you have two options:

- A. Schedule an appointment at the Employee Health Center to discuss your FitLife results. The provider will determine on a case by case basis if you need to have the tests redone, begin a treatment plan or simply monitor.
- B. Schedule an appointment with your personal medical provider to discuss and have the provider complete the "Medical Provider Screening Form". The form must be completed in its entirety and signed by the provider acknowledging he/she as reviewed your FitLife results with you.

If you have any questions prior to submitting your FitLife results, please contact Lesley Ward at 209-5050. Submitting results incorrectly can delay the process.

**ALL Wellness Program Participants must complete the Authorization for Release of Protected Health Information Form. Only those completing the screening through the Employee Health Center or Onsite need to complete the Wellness Testing Consent Form.**

Once you have completed both the questionnaire and the screening portion, return your self-addressed, white envelope to either the City of Bryan Employee Health Center or to Risk Management. All packets are due by **Friday, November 6, 2015.**

If you are required to follow-up due to one or more of your values falling outside the established parameters, you will have until Friday, December 11, 2015 to do so. Your return packet will have clear instructions on what you need to do.

*The City of Bryan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees enrolled in the City's health insurance plan. If you think you might be unable to meet a standard for a reward under this program, you might qualify for an opportunity to earn the same reward by different means. Contact Risk Management at 979-209-5050 and we will work with you (and, if you wish, your physician), to find a program with the same reward that is right for you in light of your health status.*