



# 2022

## WELLNESS PROGRAM

**UNIVERSITY OF FINDLAY**  
Participate in your Wellness Program this year to earn a Health Savings Bi-Weekly Credit effective January 2023.

Welcome to your 2022 Wellness Program. All medically-enrolled employees and spouses will have opportunities to participate in various wellness activities to earn a Health Savings Bi-weekly credit effective January 2023. Your new program details are outlined in this guide.

## STEPS TO EARN AN INCENTIVE



### STEP 1: ONSITE BIOMETRICS AND LAB WORK

**DEADLINE: NOVEMBER 30, 2022**

Employees and spouses must complete **one (1)** of the options below to fulfill this requirement:

- Attend the onsite biometric screenings. **To be announced**
- Visit your Primary Care Physician (PCP) for an annual physical with lab work.

Print out the **Physician Results Form** located within the **Wellness Locker**, linked on the homepage or the menu page, and take it to your doctor. All required metrics must be collected between **December 1, 2021 and November 30, 2022** and submitted to Wellworks For You by **November 30, 2022** to receive credit. Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You. Lab results should be documented on your **Physician Results Form** (located in Wellness Locker) and returned to Wellworks For You.

**Please Note:** It is the **participant's responsibility** to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy of the completed Physician Results Form to ensure submission to Wellworks For You.



### STEP 2: KNOW YOUR NUMBER ASSESSMENT

**DEADLINE: NOVEMBER 30, 2022**

Complete the assessment by selecting the **Know Your Number Assessment** event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section.

- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the **Know Your Number (KYN) Assessment** page of the Wellness Portal, as well as uploaded to the **Wellness Locker** under the **Health Records** section. Your participation in the assessment will also be updated at this time.



### STEP 3: TOBACCO ATTESTATION FORM

**DEADLINE: NOVEMBER 30, 2022**

All participants are required to complete this form in its entirety and certify that they are a non-tobacco user or are a tobacco user that will complete the Wellworks For You 6-week Tobacco Cessation e-Learning Series.

- If you certify that you do not use tobacco, you will complete Step 2 by completing the Tobacco Attestation Form.
- If you certify that you use tobacco, you must complete the Tobacco Cessation e-Learning Series by **November 30, 2022** to earn credit for this requirement.

#### COMPLETE THE WELLWORKS FOR YOU TOBACCO CESSATION PROGRAM

If you are a tobacco user, you must complete the Tobacco Cessation e-Learning Series by **November 30, 2022**. You must begin the program **no later than October 19, 2022 to complete the program by November 30, 2022**. The 6-week e-Learning Series is located on the Wellness Portal on the **Learning** page accessed via the **MENU**. This program is designed to help you quit smoking or tobacco use in six weeks. Each week of the e-Learning Series focuses on new topics that will help you achieve your goal and provide support along the way. Once you log into your Wellness Portal, follow the instructions below:

1. Access the e-Learning page under the **e-Learning** section of the homepage or via the **MENU**



2. Select **e-LS: Tobacco Cessation**
3. Complete the **Pre-Module Survey**, this will unlock **Module 1**
4. Beginning with **Module 1**, you must watch each video and then complete the quiz associated with each module\*

\*You must pass each quiz to move on to the subsequent Module. To pass a quiz, you must correctly answer 70% or more of the questions. If you fail the quiz (below 70% correct), you must wait 24 hours to retake the quiz. If you fail a quiz, this will lengthen the overall time it takes to complete the series. Please keep this in mind when selecting your start date. This program (including all surveys, videos, and quizzes) must be completed by **November 30, 2022**. You should begin the series by **October 19, 2022** at the latest to meet this deadline.



## STEP 4: COMPLETE THE AGE/GENDER PREVENTIVE EXAMS

**DEADLINE: NOVEMBER 30, 2022**

You must complete all age and gender preventive screenings that are applicable to you by **November 30, 2022**. Employees who participate in the **Onsite Biometrics and Lab Work** will record their preventative exams on their physical form at the event. Employees who complete the **Physician Results Form** with their Primary Care Physician will submit a **Proof of Visit Form** or an **Explanation of Benefits (EOB)**.

- **Age/Gender Exams: Women 50 and Over Must Complete** – Colonoscopy Screening
- **Age/Gender Exams: Women 40 and Over Must Complete** – Annual Mammogram
- **Age/Gender Exams: Women 21 and Over Must Complete** - Annual Physical
- **Age/Gender Exams: Men 50 and Over Must Complete** – Colonoscopy & Annual Physical



## STEP 5: COMPLETE FOUR (4) ACTIVITIES

**DEADLINE: NOVEMBER 30, 2022**

Complete **Four (4) Activities** by participating in activities listed below. Submission methods are listed on the following page. The additional activities are also listed on the Wellness Portal within **ResultsNow** accessed via the Portal **MENU**.

### ACTIVITIES

#### Preventive Exams

Complete and submit the **Preventative Screening Form** or an Explanation of Benefits (EOB). Exams must take place between **December 1, 2021** and **November 30, 2022**. Eligible exams include a Vision Exam, Dental Exam, Dermatology Exam (may not be covered in full by Insurance), Flu Shot, Shingles Shot, Tdap/TD Booster, and Pneumonia Immunization. **Note: Immunizations must take place within the above dates to be counted for an activity.**

(Limit 1 per type of exam per year)

#### Race Participation (Limit 2 per year)

Participate in a walking, running, swimming, or bicycling event with a minimum distance of 5K. Submit proof of participation such as a confirmation email, receipt, registration information, etc.

#### Physical Activity (Limit 2 per year)

Log **50 workouts** during the wellness year using the Physical Activity Log or other means of tracking. **There is a limit of two (2) Physical Activity Logs per year.**

#### Volunteer/Community Wellness (Limit 2 per year)

Volunteer at charity events/drives. Company sponsored events to be announced throughout the year. Submit proof of a minimum of 3 hours of service per event/drive.

#### e-Learning Series

Complete an e-Learning Series under the e-Learning section from the homepage or via the Portal **MENU**. You must begin by **October 5, 2022** to complete the entire series by the **November 30, 2022**. Available e-Learning Series to choose from: Nutrition for Healthy Living, Sleep and Your Health, Stress Management.

#### 1 Million Step Yearly Walking Activity

Log your steps on the Wellness Portal under Menu>Fitness and Nutrition Dashboard by November 15, 2021. **You can also sync your device to the WellworksForYou app using the instructions on page 5 of this Program Guide under Device/App Connect and Fitbit.** By accumulating 1 million steps by November 30, 2022, you will earn one activity towards your wellness program.

## INCENTIVES

You must complete the Biometric Screening and Lab Work, the Know Your Number Assessment, the Tobacco Attestation Form, the age/gender preventative exams, and complete **4 (four)** additional activities to be eligible for the health savings bi-weekly credit.

**\*Please Note:** Employees and spouses can complete the program independent of one another.

### MEDICAL ENROLLMENT STATUS

Employees & Spouses on the Medical Plan

### INCENTIVE

Health Savings Bi-Weekly Credit Effective January 2023

## WELLNESS PORTAL

In order for your participation in the program to be tracked, employees must be registered under the **University of Findlay** Portal. If you do not have an account, please follow the instructions below. Please follow the steps below to log into your Wellworks For You account. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.**

### EXISTING USERS: LOG INTO THE WELLNESS PORTAL

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Your username will be: **UniversityofFindlay\_EmployeeID** (Employee) or **UniversityofFindlay\_EmployeeIDS** (Spouse)
3. Your temporary password\* will be: **Date of Birth in MM/DD/YYYY format** (slashes included; includes leading zeros)
4. Accept the terms of the Consent Form
5. Fill in the required information

**\*PLEASE NOTE:** The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.

### FORGOT YOUR USERNAME OR PASSWORD?

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**

### NEW USERS: REGISTER ON THE WELLNESS PORTAL

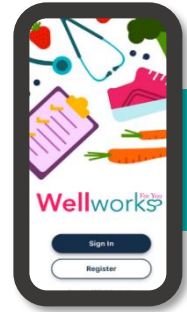
1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link to create an account as a **New Member**
3. Enter your Company ID: **12285**
4. Complete the registration process




## ADDITIONAL INFORMATION

### SMARTPHONE APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including recipes & grocery lists, programs and events listings, ResultsNow incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.



### NOTIFICATIONS INBOX

View your Wellness Program Reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program Reminders in detail.

### DEVICE/APP CONNECT AND FITBIT

Our Wellness Portal and mobile app are compatible with pedometers and tracking systems including Fitbit, Garmin, Samsung Health, Apple Health, and more! Simply sync your device on the Wellness Portal or mobile app by selecting **Device/App Connect** from the menu.

### VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **ResultsNow**. You can access this via the **ResultsNow** section on the homepage or via the **MENU** page. To view more details about a program component, select **Click for Details**. If there are sub-events associated with a component, they will display in the pop-up. Click the **+** and **-** buttons to expand or minimize the details of the sub-events. Wondering what you have completed to date? A large **green check mark** will display over the icon once the component's requirements are complete. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).

### VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms, guides, and applicable documents are located in your Wellness Portal within the **Wellness Locker** accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

### SUBMIT YOUR COMPLETED DOCUMENTS BY NOVEMBER 30, 2022

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

- **Scan and email:** [forms@wellworksforyou.com](mailto:forms@wellworksforyou.com)
- **Upload to Portal:** Click **Contact Us** on the main menu bar of the Portal, or via the Portal **MENU**, and use the **Attach File** button to select a file from your computer. Users are limited to one (1) file per email.
- **Mail:** 70 E Lancaster Ave, Frazer, PA 19355, Attention: Forms Department
- **Smartphone App:** Take a photo of your document on your Smartphone, open your Wellworks For You App, select **Contact Us**, and upload your file

**PLEASE NOTE:** Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal. Submission via email will result in an immediate confirmation that your forms were received. If you cannot find this confirmation email, please be sure to check your junk or spam folder. Any other means of submission require you to log into your Wellness Portal to confirm your forms were processed.

## THE FINE PRINT

The University of Findlay 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 a voluntary health risk assessment, Know Your Number, 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 Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements, the Tobacco Attestation Form, the age/gender preventative exams, and complete 4 (four) additional activities. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a Health Savings Bi-Weekly credit starting in January 2023.

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 HRA and the results from your biometric 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. 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 University of Findlay 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.



## Questions about your Wellness Program?

# CONTACT YOUR WELLNESS TEAM

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via the Wellworks For You Portal.

Simply select Contact Us from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at 800.425.4657.

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