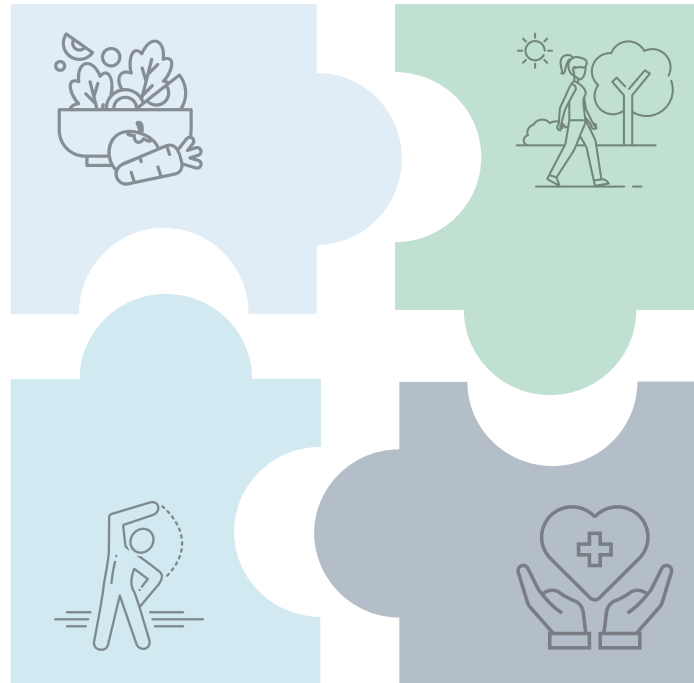


# Employee Wellness Program

## Program Overview & Success Guide



Program Services Provided by Working Well, LLC



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# The Wellness Program Success Guide

A helpful tool for new and existing wellness program participants.

The goal of this program is to use a variety of tools, activities and education to improve the health and wellbeing of employees. The Wellness Program is part of your employee benefits package and provides you with an incentive to get involved and stay engaged in your personal wellness. As a participant in the Wellness Program, you will work throughout the year to earn credits by participating in everyday health and wellness-centered activities and also meet annually with the Wellness Program Coach/Coordinator to complete a Biometric Screening and Health Risk Assessment. It is the responsibility of the participant to report/submit wellness activities to the Wellness Coach/Coordinator for credits to be applied before the deadline. The Wellness Coach/Coordinator is also available by appointment for individual, one-on-one, coaching sessions to help participants with issues such as nutrition and general wellness coaching. For participants who need more comprehensive counseling or require services beyond the scope of the Wellness Coach/Coordinator, referrals or recommendations for local providers may be available on a case-by-case basis.

**Important: The deadline for submitting credits for the 2024-2025 insurance plan year is 11:59pm on May 1, 2025. Any activities submitted *after* the deadline will be applied to the *next* wellness program year. There are no exceptions.**

Any personal health information that is acquired by the Wellness Program Coach/Coordinator is protected under HIPAA privacy law and will never be shared with your employer. The Wellness Coach/Coordinator is onsite and available on a regular and recurring schedule throughout the year. Schedules and events for your company are accessible on the wellness program website. While the Wellness Coach/Coordinator is not onsite every day, you may reach out via phone or email Monday - Friday, 8:00am - 5:00pm for assistance with program-related questions.

*The Wellness Program offers reasonable access to all programs and activities that are offered. In the event that you are unable to participate in an activity or program offered by the Wellness Program due to a disability or limitation, please notify the Wellness Coach/Coordinator so that an alternative activity can be provided.*

# The Wellness Program Success Guide


1

Visit the Wellness Program website to explore the tools and resources available to you. Find wellness presentations, workshops, recipes, books, ideas and more!

[www.workingwelltexas.com](http://www.workingwelltexas.com)



Download the Express Wellness app from the wellness website.

- Scan this QR code with your device
- Open in your mobile browser
- Add to home screen by clicking 

2

Attend regular check-ups, dental visits and other preventive screenings to earn wellness credits while focusing on health.

\*See next page for a list of qualifying activities.



Upload details from your visits to the website or Express Wellness app to earn credits.

From the homepage or app, click: "Submit Documents"



3

Participate in wellness program courses, workshops and other activities for credits. These are available on the wellness website and mobile app.



New wellness courses are available each year from Aug.1 - May 1



4



Going to the gym or keeping a regular fitness routine counts too. Walking, biking, tennis, yoga...just keep moving!

5


Complete a biometric screening and health risk assessment each year with the Wellness Program Coach/Coordinator or a healthcare provider.





This screening will measure your cholesterol, glucose, weight and blood pressure.

# The Wellness Program Success Guide

## Requirements for Wellness Incentive

 Complete a biometric screening with the Wellness Coach/Coordinator or a healthcare provider before May 1, 2025.

 Complete an annual Health Risk Assessment with the Wellness Coach/Coordinator before May 1, 2025.

 Earn 50 wellness credits by completing *and reporting* individual wellness activities before May 1, 2025.

See list for individual activities that are eligible for credit →

## Qualifying Activities for Wellness Credits

<u>Credits per activity</u>		<u>Maximum Credits</u>
20	Annual Physical Exam	20
10	Bi-annual Dental Cleaning / Exam	20
10	Preventive Screenings*	30
10	Vision Screening / Exam	10
10	Hearing Screening / Exam	10
10	Individual Wellness Coaching: 3 Sessions**	10
5	Exercise Routine / Fitness	5
5	Wellness Program Courses + Quizzes	30
5	Wellness Workshops / Events	20
5	Community Event (5K, FunRun, Marathon)	10
5	Annual / Routine Immunizations	10

\*Preventive Screenings:

Mammogram

Well Woman Exam/Pap Smear

Colonoscopy

Bone Density / DEXA Scan

\*\* Must complete 3 sessions

Are you a new employee or new to the Wellness Program?

Scan this QR code to register or visit the program website to complete your new participant registration:  
[www.workingwelltexas.com](http://www.workingwelltexas.com)



Questions about credits?

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# The Wellness Program Success Guide

## Answers to common and important questions

### **I am new to The Wellness Program, what are my next steps?**

If you are a newly hired employee or if you are enrolling in the Wellness Insurance Plan for the first time, you will need to also ensure that the Wellness Coach/Coordinator has your information. To register with the Wellness Program, please visit the wellness program website and click "New Participant Registration" on the home page: [www.workingwelltexas.com](http://www.workingwelltexas.com). You can also scan the QR code in the yellow box on the previous page for instant access.

### **How many credits do I need to earn each year to receive the Wellness insurance incentive?**

50 wellness credits from individual wellness activities (see guide on previous page) are required for participation in the Wellness Insurance Plan. In addition to 50 wellness credits, you are also required to complete a biometric screening and health risk assessment with the Wellness Program Coach/Coordinator or a personal, licensed healthcare provider.

### **How and when do I schedule a biometric screening?**

The Wellness Coach/Coordinator will send notifications each year to let you know when screenings will be done for your company. These are completed onsite and usually occur between November and April of each year. If you are seeing a healthcare provider for your screening, you may complete it any time within 12 months of the current program year.

### **When is the deadline to earn wellness credits?**

All activities, credits and program requirements (including biometric screenings and health risk assessments) must be completed and submitted for credit by 11:59pm on May 1 of each year. Any activities that are submitted *after* May 1 will be credited to the following year's Wellness Program period. There are no exceptions.

### **How can I submit my activities and also find other ways to earn wellness credits?**

The Wellness Program website is an easy way to submit your wellness activities and also find a variety of educational courses, workshops, recipes, community events and more. You can also download the free mobile app, Express Wellness, from the website homepage for convenient access on-the-go! Visit the wellness website homepage to download.

