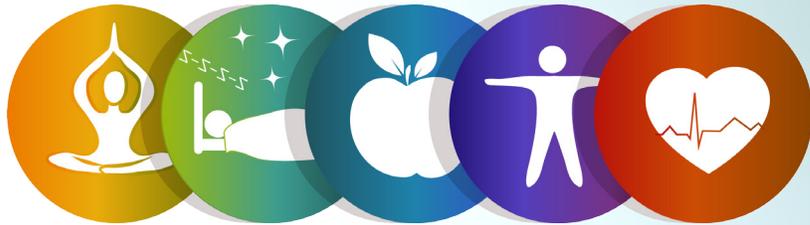


# 2016 PARTNERSHIP PROMISE TO-DO LIST



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Have you started fulfilling your Partnership Promise? If you chose the Partnership PPO, you committed to completing the Partnership Promise. For 2016, all members and his or her covered spouse must keep their contact information up to date with Healthways, and:

1. Complete the Online Healthways Well-Being Assessment by March 15, 2016.

The online Well-Being Assessment (WBA) summarizes your overall health, offers steps you can take to improve, and demonstrates how lifestyle habits affect overall well-being. The confidential assessment takes about 15-20 minutes to complete. Partnership PPO members and covered spouses must complete the WBA between January 1 and March 15, 2016. \* Dependent children are not required to fulfill the promise.

## HOW TO COMPLETE THE WBA:

Log on to: <https://partnersforhealthtn.embrace.healthways.com/healthways/home>. Next, sign in to your Well-Being Account with your unique username and password. (If you have never signed in before, create an account.) Once you've completed the WBA you can view your Well-Being Report. Within 24 hours of completing your assessment, you can set up your Well-Being Plan. When you return to the website the next day, you will need to sign in with your Well-Being Account username and password to view your results, create your personal Well-Being Plan and access all of the tools and resources on Well-Being Connect.

2. Actively Participate in Health Coaching if identified. Partnership PPO members and covered spouses who are called by Healthways must actively participate in coaching. Health coaching could include a tobacco cessation program and/or case management, which is administered by BlueCross BlueShield, Cigna and Magellan.

3. Complete a Biometric Screening. After you have completed the WBA, you will be ready to register for your biometric screening.

Members have a choice of two ways to complete the biometric screening: 1.) At your family doctor's office, or 2.) at an onsite screening being held at the Department of Finance.

The onsite screenings require registration and will be on Friday, April 22, 2016, in the conference room at the Department of Finance. Times are to be announced.

Important: Whether you choose to complete the biometric screening at your doctor's office or onsite at the Department of Finance, YOU MUST REGISTER to have your information uploaded into the system: <https://my.onsitehd.com/restricted/signup/tn>

If you (and your spouse if covered) fail to meet the 2016 Partnership Promise, you will not be eligible for the Partnership PPO in 2017. Get started right now! Visit [www.partnersforhealthtn.gov](http://www.partnersforhealthtn.gov). Questions? Call the Department of Finance at 731-364-5429.

## ENROLL, CONTRIBUTE, & GET THE MATCH

It's never too late to get enrolled in the Empower Retirement Deferred Compensation Program 401K Plan and get the county's match! Contribute \$50 or more per month and get a \$50 match from the county. (457B plan not eligible for match.) Call the Department of Finance for more info about the program today: 731-364-5429.

QUICK  
B·E·A·T

Weakley County is  
Bringing Employees  
Answers Today!

## PARTNERSHIP PROMISE:

### BIOMETRIC SCREENINGS AND YOU

After you have logged in and completed the WBA, you and your covered spouse to fulfill the second Partnership Promise Requirement: registering for your biometric screening.

Members have a choice of two ways to complete the biometric screening: 1.) At your family doctor's office, or 2.) at an onsite screening being held at the Department of Finance.

**The onsite screenings require registration and will be held on Friday, April 22, 2016, in the Conference Room at the Department of Finance. Times are to be announced.**

Important: Whether you choose to complete the biometric screening at your doctor's office or onsite at the Department of Finance, YOU MUST REGISTER to have your information uploaded into the system: <https://my.onsitehd.com/restricted/signup/tn>

When registering for you and/or your covered spouse's screening at [my.onsitehd.com/restricted/signup/tn](https://my.onsitehd.com/restricted/signup/tn), follow these instructions:

1. Click on "Register Now".
2. Enter your Member ID. Your Member ID is your ID number on your Caremark Card.
3. Enter your information; Save & Continue.
4. Choose to have an onsite screening, or to download the Physician Screening Form.
5. If you chose onsite screening, enter zip code 38225 and choose the Weakley Co. Dept. of Finance.
6. Select a time and click "Schedule".
7. You will see a confirmation of your registration. You can print it, write it down – just remember your scheduled time!
8. You'll need to fast 9 hours prior to your appointment. Drink plenty of water, and if you choose to have coffee or tea, make it black.

### IF YOU CHOOSE TO HAVE A SCREENING AT YOUR PHYSICIAN'S OFFICE (OFF-SITE):

- Refrain from eating food and drinking anything with sugar for at least 9 hours before your scheduled screening.
- You must download and print your Physician Screening Form from the Onsite Health Diagnostic (OHD) website; — your Physician Screening Form will not be e-mailed. Get that form when you register here: <https://my.onsitehd.com/restricted/signup/tn>
- Make sure you measure and write your waist circumference on your Physician Screening Form.
- The doctor will need to complete your form. If the form is not complete, your form will not be processed.
- Both you and your physician must sign and date the form.
- Forms will be processed by Onsite Health Diagnostics (OHD), the vendor Healthways has partnered with to manage the screening form process.
- You or your doctor must fax, mail or upload it to OHD by the July 15, 2016, deadline. Fax the form to 972.823.0684  
Mail to: Onsite Health Diagnostics, Attn: Results Dept., 1199 S Belt Line Rd. Ste 120, Coppell, TX 75019

