

To Do List:
Schedule
Biometric
Screening



Weakley County B.E.A.T

Bringing • Employees • Answers • Today

Noteworthy Dates

Employees who have chosen the Partnership PPO Plan for group health insurance will want to begin making plans to fulfill the requirements of the Partnership Promise.

All employees and covered spouses enrolled in the Partnership PPO must complete the on-line Healthways Well-Being Assessment (WBA) as well as completing a biometric screening.

First, take the Well-Being Assessment by navigating to the following link: <https://partnersforhealthtn.embrace.healthways.com/healthways/home>

After you have logged in and completed the WBA, 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 Board of Education.

The onsite screenings require registration and will be on Tuesday and Wednesday, February 25 – 26, from 7:00 a.m. – 4:00 p.m. in the conference room at the Board of Education.

Important: Whether you choose to complete the biometric screening at your doctor's office or onsite at the Board of Education, 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 <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, choose the Weakley County Board of Education - Department of Finance (at the bottom) and choose your time. (Arrow over to see all the times available.)

The screenings will be from 7:00 a.m. – 11:45 a.m. on Tuesday and Wednesday, February 25 – 26.

6. After you choose a time, click "Schedule".
7. You will see a confirmation of your registration. You can print it, write it down – just remember your scheduled day!

Don't forget: Remember to fast 9 hours prior to your appointment. Drink plenty of water, and if you choose to have coffee or tea, make it black.

Questions? Call us: 731.364.5429.

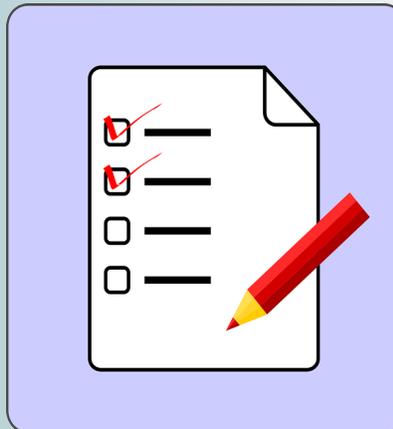
FEBRUARY 25-26, 2014: ONSITE HEALTH SCREENING

All employees and covered spouses enrolled in the Partnership PPO must complete a biometric screening, onsite or at your physician's office. Weakley County's onsite screenings will be Tuesday - Wednesday, February 25-26, 2014, from 7:00 a.m. - 4:00 p.m. Register here: <http://my.onsitehd.com/restricted/signup/tn>



MARCH 15, 2014: WBA DUE

All employees and covered spouses enrolled in the Partnership PPO must complete the online Healthways Well-Being Assessment (WBA) by March 15, 2014. Take the WBA here: <https://partnersforhealthtn.embrace.healthways.com/healthways/home>



JULY 15, 2014: BIOMETRIC SCREENINGS DUE

All employees and covered spouses enrolled in the Partnership PPO must complete a biometric screening, onsite or at your physician's office. Due date for all screenings is July 15, 2014. Whether you choose onsite or off-site, register here: <http://my.onsitehd.com/restricted/signup/tn>



Quick Facts About E-Stub

- Your pay stub will not be accessible until your date of pay. If you are paid on the 30th of each month, your pay stub will be available to view in your E-Stub account on the 30th of each month.
- Beginning January 30, 2014, you can view your pay stub in your E-Stub account. However, none of your previous pay stubs (from 2013 or prior) will be available to view online.
- You will need your UserID to log into your E-Stub account. Your UserID number is **WCG** + your employee number + first four letters of your first name. Your employee number is located in the top left corner of your current pay stub, directly above your name.
- Should you need the Login Instructions to access your E-Stub Account, they will always be available on the Weakley County Website at: www.weakleycountyttn.gov/estub



Requirements for Off-Site Biometric Screenings

All employees and covered spouses enrolled in the Partnership PPO must complete a biometric screening. For those who prefer to have the screening at their physician's office, remember these essential elements:

- 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 (or mail) it to OHD by the July 15, 2014, deadline. Fax the form to fax number: (214) 203.0395 or mail to:

- Onsite Health Diagnostics, Attn: Results Department, 7801 Mesquite Bend, Suite 106, Irving, Texas 75063

- Onsite Health Diagnostics, Attn: Results Department, 7801 Mesquite Bend, Suite 106, Irving, Texas 75063

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Caremark Announces Login-free Access

Caremark recently announced a new addition to their website that allows access to pharmacy benefit information without having to log in or register. The Caremark "splash page" lets members find more pharmacy benefit information without requiring a log in or registration.

Now, members can find:

- A mail service order form for the mail service option;
- A claim reimbursement form for benefits purposes;
- A link allowing them to enter their zip code or city and find network pharmacies within a certain mile radius;
- PDF at the link "compare your plan options" which shows each plan option and the various copayments applicable to a 30-day supply, 90-day supply, or mail as well as any applicable deductible or copay out-of-pocket maximum;
- Specific plan drug cost or copayment;



- Retail-90 pharmacies where members can fill a prescription for a 90-day supply for a reduced copay;
- Vaccine and flu shot information;
- Coordination of benefits (COB) info.

Check it out here:

<http://info.caremark.com/stateoftn>



On Your W-2: Codes Explained



Employees who will receive a W-2 for employment with Weakley County will see some numbers on their W-2 that might need clarification.

Box 12: DD - The amount in this box equals the cost of employer-sponsored health

coverage. This number is the total cost of premiums paid in 2013. (Combining the amount the employee pays and the amount the county pays towards the coverage.) The amount report with code DD is NOT taxable. The amount is for the employee's information only.

Box 14: DDNTB (Deductible Non Taxable Benefit) - This number is the amount the employee paid on tax sheltered benefits. This number includes [but is not limited to] benefit contributions for employee portions of health premiums, dental premiums, vision premiums, some AFLAC and USABLE premiums, as well as Horace Mann. The amount reported with the code DDNTB is NOT taxable. The amount is for the employee's information only.

For help understanding these codes: 731.364.5429.



Travel Rate Change Effective 1-1-2014

The Weakley County Commission adopted Resolution No. 2008-47 on June 26, 2008 which amended the travel regulations to



adopt the federal mileage reimbursement rate. The mileage reimbursement rate decreased from \$.565 per mile to \$.56 per mile effective January 1, 2014. Questions? Call Shawn at 731.364.5429.



Stay Connected to Wellness with wellbeingGO

Stay connected to your personal well being website on your smartphone using wellbeingGO™. While you're not required to use this app to fulfill your Partnership Promise, it is a helpful tool that allows you to access features of your personal well being website anytime, anywhere! WellbeingGO is currently available for iPhone, iPod Touch and Android. Download it from the Apple App Store or Google Play. Get access to:



- Partnership Promise Status
- Focus Areas
- Trackers
- Wellness Challenges
- Message Center
- My Inspiration

Try out the wellbeingGO™ Mobile App today!