South Dakota State Employee Health Plan FY21 Health Care Provider Form

Instructions:

1. Complete all participant information, including email, and sign the form.
2. Visit your health care provider for an annual preventive wellness exam and take this form.
   - The cost of the lab tests listed on this page will only be covered if included as part of an annual preventive wellness exam.
3. Ask your provider to complete the Biometric Screening Information section using results obtained between **4/2/2020** and **4/1/2021** and sign the form.
   - Any form received after 4/1/2021 will not be accepted and you will not earn the incentive* for FY22.
   - It is the employee's responsibility to make sure this form is received by the deadline.
4. Submit form once, using one method listed below. **Submitting prior to March 1**, is highly recommended. This allows time for processing.
   a. Secure upload at **https://totalwellnesshealth.com/gravity-landing/sd_hcpf/ (preferred method).**
   b. Fax securely to 402-939-0604.
   c. Mail to TotalWellness, Attn: Data Team, 9320 H Court, Omaha, NE 68127. Forms must be received before 4/1/2021. Please allow time for mailing.
5. Within 48 hours of form submission, a confirmation email will be sent to the email listed below. This is your proof of completion.
   - If a confirmation email is not received within 48 hours, please resubmit your form. **Forms received after the deadline will not be accepted. Check for your confirmation prior to the deadline.**
6. Please allow 10 business days for your results to be available at benefit.staywell.com. To compare to your previous year results, go to the Vitals tab.

* *The State, at its discretion, reserves the right to change the incentive.*

PARTICIPANT INFORMATION

Participant First Name:

Participant Last Name:

Participant Date of Birth: (mm/dd/yyyy) / /

Health Plan ID Number: (11 digit number from state employee health plan card)

Email: (Required to provide confirmation of form receipt. If you do not receive a confirmation email within 48 hours call 888-434-4358 x127)

Gender: ○ Male ○ Female

Have you fasted for at least 9 hours? (*No food. Only water permitted.*) ○ Yes ○ No

BIOMETRIC SCREENING INFORMATION

Date of Screening: (mm/dd/yyyy) / /
(Acceptable Date Range: {4/2/2020} – {4/1/2021})

Blood Pressure: /
Diastolic

Height:
Ft. Inches

Weight:
Lbs.

Waist:
Inches

Glucose: (82947)

Total Cholesterol:

HDL: (80061)

LDL: (80061)

Triglycerides:

Physician Printed Name:_____ Physician Phone Number:_____

Physician Signature:_____

CONSENT

Disclosure of Information. I understand that the information submitted on this form (my "Personal Information") will be transferred to StayWell by TotalWellness. My Personal Information is used by StayWell to provide wellness program services to me, which includes using the Personal Information to inform me of relevant health related and health education programs offered by StayWell or by another service contractor. In the event that StayWell's services are transitioned to another service provider, StayWell may deliver my Personal Information to the successor provider to maintain a continuity of services for me. In order to distribute any incentives, StayWell may provide my name/unique ID to my employer or its designated representative to notify them of the fact that I am eligible for the incentive. In addition to any Personal Information disclosed as set forth above, aggregate, de-identified survey results may be made available to my employer for program administration purposes. StayWell may also use my Personal Information as part of group statistical research and analysis, in a manner that does not identify me. I also understand that my Personal Information may be incorporated into my Health Assessment results by StayWell. Except for these types of usage and the uses specified in my StayWell Online terms of use, my Personal Information will not be disclosed by StayWell. StayWell understands that Personal Information may be considered protected health information that is subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"). StayWell will comply with the HIPAA to the extent applicable.

GINA Notice and Authorization. This Screening is part of my employers wellness program ("Employer Program"), which is a voluntary wellness program administered according to federal rules, including the Genetic Information Nondiscrimination Act ("GINA"). The results of this Screening may be considered GINA Protected Information. GINA requires that you receive this GINA Notice and Authorization prior to undergoing the Screening. Your Employer Program uses GINA Protected Information to help you understand your potential health risks and to offer you other wellness program services. The Employer Program safeguards GINA protected information and will not disclose any GINA Protected Information, except as permitted by GINA and other applicable law. Your GINA Protected Information will be disclosed to you and to vendors of your Employer Program, for purposes of providing you with Employer Program services. Your GINA Protected Information will not be sold, exchanged or transferred, except to the extent required by law to carry out activities related to the Employer Program. You will not be asked to waive the confidentiality of this information as a condition of participating in the Employer Program or as a condition of receiving any incentive. Your GINA Protected Information will only be disclosed to your employer in aggregate terms that do not disclose your specific identity.

Certification: I certify that the information supplied on this form is accurate and has been provided by me by my health care provider.

Participant Printed Name:_____ Date:_____

Participant Signature:_____

Submit form using one of the following methods:
Securely upload online at https://totalwellnesshealth.com/gravity-landing/sd_hcpf/
Fax to: 402-939-0604 | Mail to: TotalWellness, Attn: Data Team, 9320 H Court, Omaha, NE 68127

TotalWellness on behalf of StayWell and your South Dakota State Employee Benefits Program.