

Annual Enrollment Instructions

for All Saint Francis Medical Center Employees

As a healthcare worker, you spend a great deal of time taking care of others. Now it is time to take good care of yourself. Because we are committed to the health and well-being of our employees, Saint Francis Medical Center offers Healthy Rewards, a FREE program designed to help you improve or maintain your health.

Healthy Rewards is tailored to your individual needs, and all Saint Francis part-time and full-time employees can participate. While Healthy Rewards is FREE, the value to you can be more than \$1,500 per year, including up to \$350 earned in vouchers and a monthly discount on your health insurance premium.

Enrollment or annual reassessment must be completed in the month before, during or after your annual evaluation (see complete schedule on back). It is as easy as 1, 2, 3 – just follow the steps below:

STEP 1: Complete a Personal Wellness Profile™ (PWP). This must be done before completing Step 2. *Failure to complete your PWP before having labs drawn will result in the loss of Healthy Rewards vouchers.*

Follow the directions below to complete your PWP online:

1. Access your Healthy Rewards account at <https://wellsuite.com/sfmchealthierus/ws/> from home or work. *If you have not already activated your online Healthy Rewards account, please refer to the instructions on the back of this handout.* Click the Personal Wellness Profile™ tab under Healthy Rewards tools to bring up the page.
2. Click "Start an Assessment."
3. Click "Agree" on the terms and conditions to begin the questionnaire.
4. Fill out all questions to the best of your ability for all 13 sections of the questionnaire. *Section 12: Clinical Data and Section 13: Additional Questions will be blank.*
5. When satisfied with your answers, click "Finish" to save your assessment.
6. When saving your assessment, you will be given the option to title the assessment you just completed. It is recommended that you use the default title of date and time that is already entered for you.
7. Once you save your assessment, you will have 24 hours to change any answers.

STEP 2: Have your lab work drawn. There are two ways to complete your lab work. You must have your PWP completed online before your labs are drawn.

A. Express Screening* – preferred method (faster for you, faster for Wellness)

Attend the Express Screening the month before or during your evaluation month. Express Screenings are held the first Thursday of each month from 7 to 9 am in the Health and Wellness Center Conference Rooms. The following are required for the Express Screening:

- Fast 10-12 hours (water and medication are allowed)
- Complete online PWP assessment

B. Individual Lab Draw† – alternative method

Pick up a lab slip at Employee Health or the Fitness Plus Service Desk. You will have to sign stating you already have completed your online PWP assessment. Call Scheduling at ext. 6211 to set up appointments for your lab work and your Healthy Rewards annual appointment.

STEP 3: Attend your annual Wellness appointment. You will receive your lab work, assessment report and any vouchers you have earned. If you are not currently receiving a discount on your health insurance, it will begin no later than 30 days after completing Step 3.

* Spouses and dependents who want to take advantage of the free lab work must have their labs drawn during an Express Screening. See information on reverse.

† Method B is not available to spouses and dependents.



Medicine to the Highest Power



How to Activate Your Healthy Rewards Account:

1. Visit <https://wellsuite.com/sfmchealthierus/ws/> .
2. Enter your **employee number and default password.**
Your employee number must be at least four digits.
Employees with a three-digit number will add one zero in front (0XXX).
Employees with a two-digit number will add two zeros in front (00XX).
Password: sfmc (lowercase).
3. You will be asked to **reset your password.** Your new password may consist of letters and/or numbers but must be at least four characters.
4. Please **fill in all the contact information**, especially the email address.
5. **Select a password reset question** in case you forget your password.
6. **Enter the required health stat estimates** (age, height, weight, waist girth). Wellness will do an actual assessment at an Express Screening or during your annual evaluation.

Congratulations! Your Healthy Rewards account is now active. The home page features announcements from Healthy Rewards, the program calendar and access to the Healthy Rewards tools.

2011 Express Screening Dates

Annual Evaluation Month	Express Screening Dates	Annual Evaluation Month	Express Screening Dates
May.....	April 7/May 5/June 2	September.....	August 4/September 1/October 6
June.....	May 5/June 2/July 7	October.....	September 1/October 6/November 3
July.....	June 2/July 7/August 4	November.....	October 6/November 3/December 1
August.....	July 7/August 4/September 1	December.....	November 3/December 1/January TBD

All screenings are held 7-9 am in the Health and Wellness Center Conference Rooms. You must complete your PWP online and fast for 10-12 hours prior to attending.

Enrollment for Spouses and Dependents Ages 18 and Older

Employees’ spouses and dependents 18 years and older who are enrolled in the Medical Center’s health insurance plan are eligible to participate in the Healthy Rewards Express Screenings the month before, during or after the employee’s annual evaluation month. Participation by spouses and dependents is a bonus benefit and does not positively or negatively affect the incentives earned by the employee.

Spouses and dependents who want to participate **must** complete the following **before** attending the Express Screening:

1. Contact the Wellness department at 573-331-5970 or email healthyrewards@sfmc.net and leave your **full legal name and phone number** so your online PWP can be activated. Please allow two business days for this to be completed.
2. Complete the online PWP using the following username and password:
Username: (first initial, middle initial, last name)
Password: sfmc (lower case)
3. Fast 10-12 hours (water and medication are allowed) before attending the an Express Screening

Information on how to obtain your results will be given at each screening. If you have questions, please call Wellness at 573-331-5970 or email healthyrewards@sfmc.net.



Medicine to the Highest Power

