



Annual Enrollment Instructions for Healthy Rewards Participants



As healthcare workers, we spend a great deal of time taking care of others. Now it's time to take good care of ourselves and our families! Because we are committed to the health and well-being of our colleagues and their families, Saint Francis Healthcare Systems offers Healthy Rewards, a **FREE** program designed to help you improve or maintain your health.

All Saint Francis part-time and full-time colleagues are encouraged to participate in Healthy Rewards. Spouses, dependents (18 years and older), and additional adults can also participate if enrolled in the Healthcare System's health insurance plan.

Initial enrollment must occur within the first two months of employment. Thereafter, annual re-enrollment must be completed within your annual enrollment window – which is the months *before, of, and after your hire month*; **NO exceptions will be made**. *Current participants who fail to enroll within their window will be considered "inactive" but may earn the incentive discount back one full year after re-enrollment.* To enroll, follow the steps below:

STEP 1: Complete a Personal Wellness Profile™ (PWP). This must be done before completing Step 2. Follow the instructions below to complete your PWP online:

- a. 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 on the left side of the screen.
- b. Click "Start an Assessment."
- c. Click "Agree" on the terms and conditions to begin the questionnaire (if applicable).
- d. Fill out all questions to the best of your ability for sections 1-11. Section 12: Clinical Data will be completed by Wellness staff.
- e. When satisfied with your answers, click "Finish" to save your assessment.
- f. When saving your assessment, you will be given the option to title the assessment, it's recommended that you use the default title of date and time that is already entered for you.
- g. Once you save your assessment, you will have 14 days to change any answers.

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STEP 2: Have your lab work drawn **BY APPOINTMENT** at Regional Lab (Entrance #7). Call Scheduling (573-331-5111) to schedule your Healthy Rewards "Annual" fasting lab draw (no food for 10-12 hours; routine medications and plain water are encouraged); A photo ID is required to register for lab draw. **If lab is completed in the first month of your enrollment window you will receive 25 Wellness points for early completion! You will also be able to schedule your Healthy Rewards Annual review appointment during this telephone call.**



STEP 3: Attend your Annual Healthy Rewards appointment to review your lab work and PWP results. Family members may schedule appointments together or separately. Please bring Halogen transcripts and any applicable paperwork you wish to submit for wellness points. If you are not currently receiving the incentive insurance premium discount, it will begin no later than 30 days after you complete Step 3.

For colleagues at off-site locations in Dexter, Farmington, Piedmont and Poplar Bluff: Wellness staff will visit your location twice a year for enrollment. If you are a new colleague at one of these locations, you will receive the premium discount until Wellness visits your site:

- Dexter: May and November
- Farmington: March and August
- Piedmont: March and September
- Poplar Bluff (Kneibert): April and October
- Poplar Bluff (Physicians Park): January and July

Activating your Healthy Rewards Account – for first-time users:

1. Visit the Healthy Rewards website (portal) at: <https://wellsuite.com/sfmchealthierus/ws/>
2. Enter your username and default password. Colleagues will enter their employee number; spouses and additional covered adults will enter a pre-formatted username (see below).
 - a. Username format: first initial, middle initial, last name (eg, John A. Smith = jasmith)
 - b. Password: sfmc
3. You will be prompted to reset your password. Your new password may consist of letters and/or numbers but must be at least four characters (employee numbers will not be accepted as passwords).
4. Thoroughly complete the contact information section. **PLEASE** especially include phone and a preferred email address.
5. **SKIP** the password reset question! Password resets must be executed through the Wellness office (573-331-5970).
6. Enter the required health stat estimates (age, height, weight, waist girth). Wellness will confirm 'biometric' measurements in the clinical assessment during your enrollment (see below):

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ASSESSMENT CLINICS!

All participants are encouraged to attend an Assessment Clinic for early completion of biometric measurements (height, weight, waist circumference, blood pressure) and optional fitness testing (step test, flexibility). *25 Wellness points are given for completing the assessment at least 48 hours prior to your Annual review appointment.*

“Walk-in” Assessment Clinics will be held in the Health & Wellness Center twice monthly: On the first Wednesday of each month from 7-10 am (during Heart & Health community screenings) in St. Martha conference room; and on the last Thursday of each month from 3-4 pm in the Wellness offices (2nd floor). **All Assessment clinics will be first-come-first-served! No appointment is necessary to participate.**