



PEBTF's Get Healthy Program
Know Your Numbers Wellness Screenings
Frequently Asked Questions

The Pennsylvania Employees Benefit Trust Fund (PEBTF) is pleased to offer the fifth annual Get Healthy Program ***Know Your Numbers*** wellness screenings, which are being held September 1 to December 31, 2017. The 2017 wellness screenings are **offered to employees only** enrolled in PEBTF medical, prescription drug and/or supplemental benefits. Covered spouses/domestic partners are **not** required to participate again this year. To be considered participating in the Get Healthy Program for July 1, 2018 to June 30, 2019, the employee must complete a wellness screening by December 31, 2017.

What is a wellness screening?

A wellness screening provides an assessment of your basic health status and offers valuable insight into your health risks. The wellness screening includes a blood test for cholesterol and blood glucose (sugar) levels, blood pressure measurement and height and weight to calculate Body Mass Index (BMI). The screening takes approximately 15 minutes and is offered through the Quest Diagnostics® Health & Wellness program.

Is a wellness screening required to participate in the Get Healthy Program effective July 1, 2018?

Yes. To be considered participating in the Get Healthy Program and to avoid paying the employee contribution surcharge beginning July 1, 2018, the employee enrolled in benefits must complete a wellness screening by December 31, 2017. Spouses/domestic partners are not required to complete a wellness screening again this year. Union-represented members should refer to their collective bargaining agreement for details.

What are the requirements for newly enrolled employees?

To avoid paying the employee contribution surcharge, new hires or current employees enrolling in benefits must complete a wellness screening within 45 days of the date of the letter they receive from the PEBTF. Union-represented members should refer to their collective bargaining agreement for details.

How do I obtain a wellness screening?

There are three ways to obtain a wellness screening:

1. The easiest, most convenient way to get your free wellness screening is at an onsite event, if one is offered at a commonwealth worksite near you. The wellness screening takes only 15 minutes. The blood draw is done by the fingerstick method. **NOTE:** State Correctional Institutions (SCIs) are open only to employees who work at that facility. **DO NOT** register for an event at an SCI unless you work there.
2. You may schedule an appointment for a free wellness screening at a Quest Diagnostics Patient Service Center between September 1 and December 31, 2017. The blood draw is done by the venipuncture method (blood drawn from a vein).
3. If you cannot participate in an onsite event or visit a Quest Diagnostics Patient Service Center, you may visit your doctor. You may have to pay your primary care physician (PCP) office visit copay. The blood test will be billed to your medical plan. For PPO members, to avoid paying the deductible, use Quest Diagnostics or LabCorp. Your doctor should screen for cholesterol, including HDL, and glucose only. If you are enrolled in prescription drug or supplemental benefits only, you may incur costs under your non-PEBTF medical plan. Bronze Plan members will have the cost of the office visit and blood test applied to their deductible. The blood draw is done by the venipuncture method (blood drawn from a vein). A Physician Results Form must then be completed by your doctor in its entirety and must be faxed to Quest Diagnostics by December 31, 2017. Complete the online registration to print a Physician Results Form. It will populate with your demographic information.

To register for an onsite event or an appointment at a Patient Service Center or to print a Physician Results Form, visit www.pebtf.org and click on the Get Healthy logo. Follow the instructions and you will be directed to the Quest Diagnostics Health & Wellness website.

Why does the Get Healthy Program include the *Know Your Numbers* wellness screenings?

A *Know Your Numbers* wellness screening will give you critical health information – such as a warning that your blood pressure, cholesterol or blood sugar is high. Then you can immediately contact your doctor for follow up. If you have participated in the *Know Your Numbers* wellness screenings in the past, you will be able to compare your results to see if you have improved any of the health measures.

Why should I participate in the *Know Your Numbers* wellness screening?

It is always important to be mindful of your health and wellness. Awareness is the first step in maintaining and monitoring your health. Quest Diagnostics Health & Wellness gives you the opportunity to get a quick and easy “snapshot” of your health. The program is designed to help improve your understanding of your health using insights from your wellness screening.

You will be considered participating in the Get Healthy Program from July 1, 2018 to June 30, 2019, if you complete a wellness screening by December 31, 2017.

- It can provide insight to risks and strengths that you can track over time.
- It can help you find out what you are doing well.

- It can help you work with your doctor to take charge of your health. Start by taking your screening results to your next appointment.
- It is confidential. Your individual test results are not shared with your employer and your privacy is always protected.
- It is easy and convenient.

Can I choose not to complete the wellness screening?

The wellness screening is completely voluntary. If you choose not to get a wellness screening, you will be considered a non-participant in the Get Healthy Program beginning July 1, 2018 and you will be responsible for the employee contribution surcharge, which will be deducted from your biweekly pay.

Are my results confidential?

Yes. All of the information in your wellness screening report is personal and confidential, as protected by federal law. The PEBTF will not have access to your individual results. Quest Diagnostics, the PEBTF and the commonwealth value and understand that your privacy is very important and have put many steps in place to assure confidentiality. All information obtained in your wellness screening is Protected Health Information (PHI) and is secured in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The PEBTF and the commonwealth will not have access to individual results.

Will my results be sent to my physician's office?

No. Your results will be provided only to you. You will receive them immediately if you attend an onsite event. If you visit a Patient Service Center, your results will be available online and mailed to you. We encourage you to take your report to your next doctor's visit or send the doctor's office a copy for your medical records file.

How will the PEBTF use the overall results of the screening?

Your results are not shared with the PEBTF. The PEBTF will receive aggregate data for employees who have taken the wellness screenings to help us understand the overall health risks and trends within the population. The PEBTF will not receive any information that would enable us to identify you or your individual results.

Who is eligible to complete the wellness screening?

For 2017, wellness screenings are available to **employees only** who are enrolled in PEBTF medical, prescription drug and/or supplemental benefits. The wellness screenings are **not** offered to spouses/domestic partners in 2017. Preventive care is important and your spouse/domestic partner continues to have preventive care benefits through the medical plan. Your spouse/domestic partner should follow up with his/her doctor for an annual preventive care screening. Visit www.pebtf.org to see what preventive care benefits are covered.

When is the deadline to have a wellness screening?

Wellness screenings must be obtained at an onsite event or a Quest Diagnostics Patient Service Center between **September 1, 2017 and December 31, 2017**. If you visit your doctor for the screening, you

must submit a completed Physician Results Form by **December 31, 2017**. You will need to complete registration on the Quest Diagnostics Health & Wellness site to print a Physician Results Form that has a barcode that is just for you. Visit www.pebtf.org and click on the Get Healthy logo to get started. The form must be completed in its entirety and must be faxed to Quest Diagnostics by **December 31, 2017**. If you fax the form to Quest Diagnostics, be certain to keep the confirmation page. You may check if your Physician Results Form was successfully recorded by visiting the Quest Diagnostics Health & Wellness site. If you provided your email on the Health & Wellness site, you will also receive a “Results are Ready” email. In addition, you will receive a paper copy of your results in the mail.

Registration and Scheduling

How do I register for a wellness screening at an onsite event, make an appointment for a Quest Diagnostics Patient Service Center or print a Physician Results Form?

1. Go to www.pebtf.org on or after August 1.
2. Click on the Get Healthy logo on the left side of the home page.
3. Follow the instructions to register for a wellness screening which you will find on the website.
4. Returning users may log in with the username and password created last year. If needed, use the **Forgot username or password?** link to retrieve that information.
5. If you have not created a username and password, register as a new user. Click on the “Register Now” link in the “Not Registered Yet” yellow box. Enter registration key, **PEBTF**. The registration key is not case sensitive. Create an account by entering your first name, last name, date of birth and last 4 digits of your Social Security number. An email address is required for account set up.*
6. Schedule your wellness screening at an onsite event, a Quest Diagnostics Patient Service Center or print a Physician Results Form to take to your doctor’s office.
7. After your screening, you will receive an email notice when results are available to view online. You will be able to compare your results to previous years’ wellness screenings. Your printed report should arrive in 2 to 3 weeks (Patient Service Center and Physician Results Form only). Your results are proof that your wellness screening was recorded by Quest Diagnostics.

*If you do not have an email address, you may register by phone (see instructions below).

NOTE: Register early for a wellness screening at an onsite event to make sure you get your preferred location and time. Registration closes 2 weeks prior to the event. If you need to change your appointment, follow the login instructions above and then the instructions to make a change on the Quest Diagnostics Health & Wellness page.

Any questions or issues with web registration can be directed to Quest Diagnostics Health & Wellness Customer Support by email at wellness@questdiagnostics.com or by calling 1-855-623-9355 (855-6-BE-WELL), Monday – Friday, 8 a.m. – 9:30 p.m. EST and Saturday 8:30 a.m. – 5 p.m. EST.

Register by Phone:

If you do not have access to a computer or you do not have an email address, you may call Quest Diagnostics at 1-855-623-9355 (*855-6-BE-WELL*), Monday – Friday, 8 a.m. – 9:30 p.m. EST and Saturday 8:30 a.m. – 5 p.m. EST. Quest Diagnostics can make an appointment for an onsite event or Patient Service Center or mail a Physician Results Form to you.

I am unable to attend an onsite event or visit a Quest Diagnostics Patient Service Center. Is there another way to obtain a screening?

If you attend an onsite event or go to a Quest Diagnostics Patient Service Center, the wellness screening is free. You also have the option of getting your wellness screening done at your doctor's office. If you go to your doctor's office, you may have to pay an office visit copayment. Members in the Bronze Plan will have the cost of the office visit and blood test applied to their deductible.

Results for screenings done at your doctor's office after January 1, 2017 will be accepted, so if you recently had a blood test, your doctor may submit those results. You will need to complete registration on the Quest Diagnostics Health & Wellness website to print a Physician Results Form. Visit www.pebtf.org and click on the Get Healthy logo to get started. Your doctor must complete the Physician Results Form in its entirety. If any required information is left blank, you will receive an email from Quest Diagnostics and you will need to resubmit your form. The form must be faxed to Quest Diagnostics between September 1 and December 31, 2017. Keep a copy of the fax confirmation sheet as proof that the fax went through successfully. If your doctor faxes the form, follow up with the office to confirm the fax was sent and that they kept the fax confirmation sheet as part of your record.

Once Quest Diagnostics processes your form they will create a wellness report. Your wellness report will be an easy-to-read report with your laboratory results and descriptions for tests to help you understand your results. This report is your verification that your results were received by Quest Diagnostics and recorded. If the online report is not available within 3 days, or you do not receive a printed report within 2 to 3 weeks (Patient Service Center and Physician Results Form), you should contact Quest Diagnostics to verify that your form was received and processed.

I do not have access to a computer. Can I register by phone?

You may call Quest Diagnostics beginning Monday, August 1st at 1-855-623-9355 (available Monday-Friday, 8 a.m. – 9:30 p.m. EST and Saturday 8:30 a.m. – 5 p.m. EST).

I need to change my appointment. How do I do that?

Follow the registration/scheduling login instructions listed above. You may also call Quest Diagnostics at 1-855-623-9355. You may cancel your onsite appointment at any time, however, if the registration has closed for the event (2 weeks prior to the event), you will not be able to reschedule for that particular event. You could schedule an appointment for another onsite event that is still open for registration or schedule an appointment at a Quest Diagnostics Patient Service Center. A cancellation for a Quest Diagnostics Patient Service Center may be done at any time or just prior to your actual appointment.

I printed a Physician Results Form but want to go to an event in my building. How can I register for an onsite event?

Since you selected a screening option, Physician Results Form, you will need to cancel that order before you can register for another screening option. Follow the registration/scheduling login instructions listed above. You may also call Quest Diagnostics at 1-855-623-9355 to cancel a screening option.

Wellness Screening Information

Where will the onsite events be held?

Onsite events will be held at select commonwealth worksites. To view onsite events available in your area, follow the instructions in the brochure you received, listed above and on the PEBTF website. Your PEBTF mailing address ZIP code (usually your home address) will populate in the ZIP code box, but you may change it to your work address ZIP code to view onsite screenings near your office.

Do I need to fast?

It is not necessary that you fast. If you can fast, which means no food or drink except water 9 to 12 hours prior to your blood draw, your results will be more accurate. Remember to drink plenty of water and take all medications as prescribed by your doctor.

What tests will be done?

A blood draw will be done to test for cholesterol (total cholesterol and HDL) and blood glucose (sugar). Your height, weight to calculate Body Mass Index (BMI) and blood pressure will also be measured. No results will be said out loud at an onsite event. The Quest Diagnostics examiner will just point to your results on the page. You will be able to see your results and the desired/optimum ranges. If a follow-up is recommended because of your results, a box will be checked to indicate this.

What is a cholesterol screening?

Cholesterol screening is the most common technique used to evaluate the cardiovascular system and measures the different types of fat in the body. Cholesterol (fatty material) accumulates within the artery walls, where it eventually hardens. Arteries subsequently lose their normal elasticity and become narrow, restricting the passage of oxygen-rich blood to the heart. Your wellness screening will include results for total cholesterol and HDL "good" cholesterol.

What is a glucose test?

Glucose is the chief source of energy for all cells in the body. This test measures the concentration of glucose in your blood. The pancreas produces hormones such as insulin that regulates glucose levels. If glucose levels fall out of normal ranges, it could suggest signs of diabetes, hyperglycemia, hypoglycemia or other conditions that can be associated with glucose levels that are too high or too low.

What is Body Mass Index (BMI) and how is it calculated?

Studies have demonstrated that BMI is the best measure of one's appropriate weight, although it may not always be a perfect measure. BMI provides a reliable indicator of body fatness for most people and is used to screen for weight categories that may lead to health problems. BMI is defined as an individual's body mass (weight) divided by the square of his or her height.

Wellness Screening Results

How do I get my results?

Follow the registration instructions that are in the brochure you received, listed above and on the PEBTF website. A "Results are Ready" email will be sent to you if you provided an email address during the registration process.

- ***If you attend an onsite event:*** Your results will be available immediately at the time of your onsite wellness screening. You will also be able to access your results online in 7 to 10 days by visiting the Quest Diagnostics Health & Wellness website.
- ***If you attend a Quest Diagnostics Patient Service Center:*** You will be able to access your results online in 3 to 5 days by visiting the Quest Diagnostics Health & Wellness website. A printed copy of your results will be mailed within 2 to 3 weeks.
- ***If you visit your doctor:*** You will be able to access your results online within 3 days after your Physician Results Form is faxed to Quest Diagnostics (you will receive a "Results are Ready" email). A printed copy of your results will be mailed within 2 to 3 weeks.

Your wellness report will be an easy-to-read report with your laboratory results and descriptions for tests to help you understand your results. This report is your verification that your results were received by Quest Diagnostics and recorded. If the online report is not available within 3 days, or you do not receive a printed report within 2 to 3 weeks (Patient Service Center and Physician Results Form), you should contact Quest Diagnostics to verify that your form was received and processed. It is important that you check on your report because it is verification that your results were received by Quest Diagnostics and recorded.

How do I view my wellness screening results online?

If you provided an email address, you will receive an email notifying you when your wellness screening results are ready. If you created a username and password, just enter that information under "Sign In" on the Quest Diagnostics Health & Wellness website. You may access the Health & Wellness website by going to www.pebtf.org and clicking on the Get Healthy logo.

I didn't keep a copy of last year's wellness screening results. Will I be able to view my wellness screening results from last year?

Yes. You will be able to view all of your wellness screening results by visiting the Quest Diagnostics Health & Wellness website. Just go to www.pebtf.org and click on the Get Healthy logo to access the Quest Diagnostics website. Instructions appear above, in the brochure you received and on the PEBTF website.

What happens if I have an identified risk?

At the onsite screening, your results will be reviewed with you as part of your appointment. If a risk is indicated, the examiner will recommend you follow up with your doctor.

What should I do with my results after I receive them?

Review your wellness report and then share it, along with any questions you may have, with your doctor during your next visit. If you are identified with a risk factor, you should make an appointment with your doctor as soon as possible.

Miscellaneous

Do I get time off from work to go to the screening?

Subject to supervisor approval based on operational requirements, employees will be given reasonable time off to attend an onsite event or visit a Quest Diagnostics Patient Service Center. Employees who choose to obtain the tests at their doctor's office must request to use leave in accordance with their applicable collective bargaining agreements, as is customary for other doctor's appointments.

Do I get reimbursed for my mileage or any parking fees to attend the screening?

No. The PEBTF will make every attempt to schedule convenient onsite events throughout the state.

How much will I have to pay for the wellness screening?

If you attend one of the onsite events scheduled throughout the state, or go to one of the Quest Diagnostics Patient Service Centers, there will be no charge.

If you go to your doctor's office, you may be charged an office visit copayment if you are enrolled in the PPO or HMO. The PEBTF's preventive benefits allow for a cholesterol test and fasting glucose test every year for all members. If you have had testing within that time, your medical plan will not pay for another blood test. You should attend an onsite event or go to a Quest Diagnostics Patient Service Center because that testing is free of charge. Bronze Plan members will have the cost of the office visit and blood test applied to their deductible.

My doctor already performs an annual blood test and physical exam on me. How do I submit a Physician Results Form?

If you already had testing done at your doctor's office between January 1 and December 31, 2017, you may submit a Physician Results Form to Quest Diagnostics. Here are some tips:

- Download the Physician Results Form by registering on the Quest Diagnostics Health & Wellness website. Visit www.pebtf.org and click on the Get Healthy logo to get started.
- Your demographic information will print on the top part of the form. The form is barcoded for you and should not be used by anyone else. You must sign the form.
- Give the form to your doctor for completion of the medical information. **The form must be completed in its entirety.** Make sure your doctor includes the date of test, records all of the required medical information and signs the form. Weight should be recorded in pounds and height in feet and inches. Please make sure your doctor completes the information correctly. If any required information is left blank, you will receive an email from Quest Diagnostics and you will need to resubmit your form.
- Fax the form to Quest Diagnostics between September 1 and December 31, 2017. The fax number is on the top of the form. It is a good idea for you to fax the form and to keep the fax confirmation sheet as proof that the fax went through successfully. If you rely on your doctor's office to fax it, make sure you follow up with the office to make sure it was actually faxed and a confirmation was received and maintained.
- You will be able to go online within 3 days to view your results. This is one way for you to be sure your wellness screening was processed by Quest Diagnostics. Visit www.pebtf.org and click on the Get Healthy logo to access the Quest Diagnostics Health & Wellness website. You will also receive your wellness report in the mail within 2 to 3 weeks.
- Remember the deadline for Quest Diagnostics to receive the Physician Results Form is December 31, 2017. Anything faxed to Quest Diagnostics after December 31, 2017 will be considered not participating due to failure to meet the required deadline.
- **Upload Your Form:** As an option to faxing, Quest Diagnostics has a secure upload option, which allows you to upload your completed Physician Results Form. The following formats are accepted: PDF, JPG and GIF. You must scan your form into your computer and then follow the instructions that are on the Quest Diagnostics website.