

## Helpful Tips for Completing a Wellness Screening



### At an Onsite Event or a Quest Diagnostics Patient Service Center

Screenings must be completed between September 1 and December 31, 2016

- ✓ Register for the wellness screening because walk-ins may not be accommodated at all onsite events. At a Patient Service Center, make sure you register so that Quest Diagnostics has an order for you. You may register as a walk-in but you will have a longer wait if you do not make an appointment.
- ✓ Arrive five minutes before your scheduled time at an onsite event or a Quest Diagnostics Patient Service Center.
- ✓ You will undergo a fingerstick blood test at an onsite event or simple blood draw at a Quest Diagnostics Patient Service Center, along with height, weight and blood pressure measurements. Body Mass Index (BMI) will be calculated. You will be asked to remove your shoes for height and weight measurements.
- ✓ 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 fingerstick or blood draw, your results will be more accurate. Remember to drink plenty of water and take all medications as prescribed by your doctor.

#### For a Quest Diagnostics Patient Service Center screening:

- ✓ Take a photo ID for identification.

Subject to operational requirements, employees will be allowed to attend an onsite event or go to a Quest Diagnostics Patient Service Center without taking leave. If you visit your doctor, you must take the appropriate leave. Please notify your supervisor of your appointment.

#### After Your Wellness Screening:

- ✓ You will receive an email notifying you that your "Results are Ready" because you provided an email address during the registration process.
- ✓ Check your results online as confirmation that your wellness screening was processed. You will also receive your results in the mail within three weeks.

#### Onsite Events

Registration for an entire week's events closes on the Tuesday, two weeks prior to the event. Here is an example to illustrate the registration closing dates:

| Event Date | Closing Date |
|------------|--------------|
| 9/19/2016  | 9/6/2016     |
| 9/20/2016  | 9/6/2016     |
| 9/21/2016  | 9/6/2016     |
| 9/22/2016  | 9/6/2016     |
| 9/23/2016  | 9/6/2016     |

## Completing a Physician Results Form

- ✓ Complete the online registration process by following the instructions on [www.pebtf.org](http://www.pebtf.org) and clicking on the Get Healthy logo. You will create a username and password on the Quest Diagnostics MyQuestForHealth website. 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. Download a Physician Results Form. The form will populate with your information. Print the form and take it to your doctor's office for your doctor to complete your testing information. Your Social Security number will not appear on the form. The form will include a barcode which will allow the form to be accurately scanned to minimize form exceptions.
- ✓ The testing must be done between January 1 and December 31, 2016 to be eligible for this year's wellness screening.
- ✓ Your PEBTF medical benefits allow for one routine glucose screening and one cholesterol screening per calendar year. **NOTE:** If your doctor orders other blood tests, they may not be covered.
- ✓ You may have to pay a copay for your office visit if you are enrolled in the PPO or HMO plan if the visit is not your annual preventive physical exam. The blood test will be billed to your medical plan. CDHP and Bronze Plan members will have the cost of the office visit if it is not your annual preventive physical exam and blood test applied to their deductible.
- ✓ Plan ahead! Make sure you do not wait until the deadline of December 31, 2016 to obtain your blood test. Blood test results usually take a few days and your doctor will need time to complete the Physician Results Form.
- ✓ Your doctor must complete the Physician Results Form **in its entirety** or the form will be rejected. The date the test was completed, as well as all required testing results, must be included. Both you and your doctor must sign the form. If the form is not complete, you will receive a "denial email" from Quest Diagnostics within three days from the time the form is received. You must resubmit the Physician Results Form with all information completed by the deadline. **Note:** You must fax your form by December 31, 2016 or 30 days after the date of the Quest Diagnostics email, whichever is later. **New hires:** Your measurement needs to be completed within 30 days of the Quest Diagnostics email.
- ✓ You must fax the form to Quest Diagnostics by December 31, 2016 (fax number appears on the form). Keep the fax confirmation sheet that shows successful transmission as proof that the fax went through. It is not recommended that you have your doctor's office fax the form on your behalf but if your doctor does fax the form, you should follow up with the office to confirm the fax was sent and that they kept the fax confirmation sheet as part of your record. **New for 2016:** You may use the secure upload option offered by Quest Diagnostics. The following formats will be accepted: PDF, JPG and GIF. You must scan

### Helpful Tip

To confirm that your wellness screening results were recorded by Quest Diagnostics, just log on to their website to view your results. Visit [www.pebtf.org](http://www.pebtf.org) and click on the Get Healthy logo and then the link to the Quest Diagnostics website.

your form into your computer and then follow the instructions that are on the Quest Diagnostics website.

- ✓ You will receive an email acknowledging receipt of your Physician Results Form. Once the form is processed, you will receive a “Results are Ready” email from @QuestForHealth.com. Visit the Quest Diagnostics website to view your results and compare them to other years’ wellness screenings.
- ✓ In addition to the online report, you will receive a printed report in the mail, which is additional proof that Quest Diagnostics processed your form. If the online report is not available within 3 days, or you do not receive a printed report within 3 weeks, you should contact Quest Diagnostics to verify that your form was received and processed.
- ✓ You should check your results online to make sure that Quest Diagnostics received your Physician Results Form and successfully processed it.