

## Helpful Tips for Completing a Wellness Screening (for New Hires/Newly Enrolled for Benefits)

### At a Quest Diagnostics Patient Service Center

Refer to the letter you received from the PEBTF for your wellness screening deadline



Complete the online registration process by following the instructions at [www.pebtf.org](http://www.pebtf.org) and clicking on the Get Healthy logo to go to the Quest Diagnostics Health & Wellness website. Register for the wellness screening because walk-ins may not be accommodated at all Patient Service Centers Also you will have a longer wait if you do not make an appointment.

- ✓ Arrive five minutes before your scheduled time at a Quest Diagnostics Patient Service Center.
- ✓ You will undergo a venipuncture blood draw at a Quest Diagnostics Patient Service Center, along with blood pressure and height and weight measurements to calculate Body Mass Index (BMI). 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 blood draw, your results will be more accurate. Remember to drink plenty of water and take all medications as prescribed by your doctor.
- ✓ Take a photo ID for identification.
- ✓ Subject to supervisor approval based on operational requirements, employees will be given reasonable time off to go to a Quest Diagnostics Patient Service Center. 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 2 to 3 weeks. Give a copy of your report to your doctor for your records.

## 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 to go to the Quest Diagnostics Health & Wellness website. Download a Physician Results Form. The form will populate with your information. The form is unique to you. 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 and the form successfully faxed or uploaded to Quest Diagnostics before the deadline as stated in the letter you received from the PEBTF. Allow time for lab processing and submission of results to your physician.
- ✓ 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. PPO members: You will pay a \$30 lab copay if you do not use a Quest Diagnostics or LabCorp lab. 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 the deductible.
- ✓ Plan ahead. Make sure you do not wait until the deadline 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. The doctor must record weight in pounds and height in feet and inches. 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 3 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 or upload your completed form by the deadline as stated in the letter you received from the PEBTF or 30 days after the date of the Quest Diagnostics denial email, whichever is later.
- ✓ You must fax the form to Quest Diagnostics by the deadline as stated in the letter you received from the PEBTF (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.

### 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.

**Alternative to faxing — Upload Feature:** You may use the secure upload option offered by Quest Diagnostics. The following formats will be 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.

- ✓ 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 [noreply@questdiagnostics.com](mailto:noreply@questdiagnostics.com). Visit the Quest Diagnostics website to view your results. This is a way to check that Quest Diagnostics processed your results.
  
- ✓ 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.