

2021 EMPLOYEE WELLNESS GUIDE



St. Peter's Health



MAKING A COMMITMENT BY INVESTING IN OUR EMPLOYEES' HEALTH

Healthy, happy employees who work in a supportive wellness culture play a large role in helping us provide gold standard care to our patients.





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LETTER FROM OUR PEOPLE HEALTH & WELLNESS TEAM

Dear St. Peter's Employee,

Last year we made a strategic decision to invest in your wellness and preventative care, with the intent to improve the overall health of our workforce and reduce health care costs for you, your family and our organization in the long run. We are excited to see already that this strategy is making a difference. Participation in our employee wellness program is at an all-time high. And because the health of our team members is already being positively impacted, medical, dental and vision plan premiums did not increase for 2021.

In 2021, if you are enrolled in St. Peter's Health medical benefits, you will begin the year with your wellness incentive. Just like last year, you will have an opportunity to keep your wellness incentive by completing three easy steps by the June 25, 2021:

1. Complete your wellness screening
2. Attend an annual visit with you primary care provider
3. Submit proof of your primary care provider (PCP) appointment

You can learn more about these tasks on page 4 in this guide. Even better, your wellness incentive level will transfer over next year on January 1, 2022. Don't miss out on your opportunity to earn St. Peter's Health medical insurance premium reductions in 2021 and 2022.

When we created the "People" department, we redesigned how we viewed employee health at St. Peter's. Now called "People Health & Wellness", we have combined the forces of our Wellness team and our Employee Health team to best meet the spectrum of health needs for our employees. This one-stop shop for everything health and wellness related provides you with holistic support, programs and free resources. This newly named team manages employee immunizations, fit testing, wellness program incentives, Employee Assistance Program (EAP) and more.

Below are a few highlights from 2020 and a sneak peek of things to come in 2021 for People Health & Wellness:

- Hired an Employee Wellness Care Manager to help our employees and families navigate the complexities of the healthcare system.
- Implemented multiple Tobacco Cessation classes helping 7 employees quit tobacco.
- In the process of hiring a Behavioral Health Professional dedicated to our SPH employees to help provide additional onsite mental health support and preventative resources for stress management, resiliency and self-care.
- Working on implementing a health coaching program for our employees to help them navigate personal behavior changes such as moving more or eating more vegetables.

Thanks for participating and let's make 2021 a great year!

Sincerely,

People Health & Wellness Team



73% of incentive eligible employees participated in the Wellness Program and received the reduced premium in 2020.

WELLNESS INCENTIVE REQUIREMENTS

In 2021, you will begin the year with the wellness incentive rates. You will have an opportunity to keep your wellness incentive (or earn it!) as long as you complete all the required activities by the deadlines. Even better, your wellness incentive level will also transfer over on January 1, 2022. Don't miss out on your opportunity to earn St. Peter's Health premium reductions in both 2021 and 2022!

To receive your wellness incentive, complete these simple steps by the date indicated below:

TASK	DESCRIPTION	DUE DATE
Step 1 Attend Your Wellness Screening	Free onsite screenings. Screenings will include blood cholesterol levels, glucose levels, height, weight, blood pressure, a comprehensive metabolic panel and a cotinine test.	June 25, 2021
Step 2 Submit Proof of your Primary Care Provider Appointment	Employees must set up and complete a primary care provider (PCP) appointment. Please submit proof of a PCP appointment that occurred after August 1st 2020 to the Wellness Department by June 25th, 2021 so it can be counted toward your wellness incentive. Forms are available on the intranet under the People Health and Wellness section.	June 25, 2021
Tobacco Testing	<i>A cotinine test will be performed at the wellness screening.</i> This tests for nicotine metabolites in the blood. Employees with positive cotinine tests need to complete an approved tobacco cessation program (described on page 7) or repeat the cotinine test with a negative result by June 25th, 2021 in order to maintain the wellness incentive.	June 25, 2021
* For questions or to inquire about reasonable alternatives contact the wellness department at wellness@sphealth.org or (406) 444-2128.		

STEP 1: REGISTER & ATTEND WELLNESS SCREENING

ONLINE REGISTRATION

1. Go to: <https://booknow.appointment-plus.com/b0v7x8l8/>
2. Use the calendar to schedule your appointment.
3. Once scheduled, you will receive a confirmation email with your appointment time.
4. Two days before the screening you will be sent a reminder email along with fasting instructions for the required blood draw. If you don't remember what time your appointment is scheduled, call 444-2128.
*Please cancel appointments at least 24hrs in advance by calling the Wellness office at 444-2128.

Registration for screening(s) will close 48 hours before screening takes place.

DAY OF YOUR WELLNESS SCREENING

Check in five minutes prior to your appointment time and confirm personal information and any additional tests you would like to have performed. The basic screening is free and will include blood cholesterol levels, glucose levels, height, weight, blood pressure, a comprehensive metabolic panel and a cotinine test. Payments for the additional tests listed below can be processed onsite via cash, check, credit/debit and health savings account cards.

OPTIONAL ADDITIONAL TESTS:

- \$20 TSH (Thyroid Stimulating Hormone)
- \$15 CBC (Complete Blood Count)
- \$25 Vitamin D
- \$20 PSA Prostate Specific Antigen
- \$20 A1C (Long-term average glucose)

Your screening results will be available on the SPH Patient Portal within 72 hours (registration necessary) or received by mail from SPH Medical Records. For privacy protection, SPH Wellness will no longer be mailing results. If you'd like to have your results printed visit Medical Records and fill out a records print request form or call medical records at 406-444-2178.

If you test positive for nicotine, we will reach out to you with available support options.

STEP 2: PRIMARY CARE PROVIDER VISIT

SCHEDULE A PCP VISIT OR SUBMIT PROOF OF A RECENT VISIT

Visit with your PCP to establish care, review lab results and discuss a plan for your overall health.

- Proof of this visit needs to be documented on the PCP Wellness Incentive Form (located on the Employee Intranet under the wellness tab)
- The provider needs to fax the PCP Visit Form to SPH Wellness Services (406) 447-2544.
 - A medical office cover sheet is required for validity.
- A recent visit is defined as a PCP visit that occurred after August 1, 2020.

WHAT IS A PRIMARY CARE PROVIDER?

A primary care provider (PCP) is a health care practitioner who is chosen by or assigned to you and focuses on both prevention and care of chronic conditions. Your PCP focuses on preventive health care through your yearly physical exam. During this annual visit, your PCP work with you to determine any medical concerns you're at risk of developing. He or she will also provide advice on how to prevent or decrease your risk. In the event that you have a condition that's more complex, your PCP will coordinate your care and refer you to the appropriate specialist to manage chronic medical conditions together.

“Consider your PCP your own personal health care hub. We help patients access the right specialists by making referrals when necessary, and reducing unnecessary duplication of services like lab tests. Our goal is to help facilitate your care, so sharing information about your health history may eliminate the need for additional tests and save you time, money and unnecessary stress.”

St. Peter's Health Primary Care Provider, Dr. Emily Hedum

NEED A PRIMARY CARE PROVIDER?

If you need to establish care with a SPH provider you can review providers accepting new patients online at <https://www.sphealth.org/doctors> or call patient access phone number 406-457-4180. There are also many great PCPs within our community.

TOBACCO TESTING & SUPPORT

OVERVIEW

Prevention and treatment of tobacco use is one of our highest priorities. We understand how hard it is to quit, and St. Peter's wants to help. Tobacco use is complex and people may need multiple support avenues to quit. We're offering several options to help you receive credit for this year's incentive.



TOBACCO CESSATION SUPPORT OPTIONS

Once you complete one of the options below, submit your certificate of completion to wellness (wellness@sphealth.org), to receive your wellness incentive.

Freedom From Smoking (A \$99.95 onsite group course FREE for employees and plus-1)

This FREE option provides an in-person group setting over 8 sessions that features a step by-step plan for quitting tobacco. This format encourages participants to work on the process and problems of quitting both individually and as part of a group. This class is suitable for all tobacco users, not just smokers.

Freedom From Smoking Plus (\$99.95 individual online course*)

Freedom From Smoking Plus is the perfect fit for today's mobile lifestyles and it provides flexibility to work around any busy schedule. The online course offers 12 full months of continuous support in obtaining and maintaining a tobacco-free lifestyle.

Montana Quit Line (individual digital course)

The Montana Tobacco Quit Line is a FREE personalized quit plan including 5 pro-active cessation coaching sessions and 8 weeks of nicotine replacement therapy (gum, patches or lozenges).

* The cost of the program will be reimbursed to employee and plus 1 (spouse, coworker, friend) with the certification of completion.



Interested in more information?

Visit the Employee Intranet

Email: sphfreenow@sphealth.org

Call: (406) 447-2527

EMPLOYEE ASSISTANCE PROGRAMS

EMPLOYEE WELLNESS CARE MANAGER PROGRAM

Midway through the 2020 plan year we launched our Employee Wellness Care Manager Program. This free resource is available to you and your family members.

You, your St. Peter's care manager, and your health care providers can partner together to:

- Evaluate your wellness and your personal needs
- Set goals and a personal health plan to become your healthiest self
- Coordinate services and supplies for your health care
- Build your skills so you can better manage your conditions
- Help with referrals to specialists and navigation of the health care system

If the results of your annual wellness screening indicate certain values, such as blood pressure or glucose, are outside normal range, you can expect a call from our Care Manager to check in and help connect you to appropriate resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP) | CIGNA

As an employee you have access to the valuable Cigna Employee Assistance Program (EAP) at no cost to you. EAP personal advocates will work with you and your household family members to help you resolve issues you may be facing, connect you with the right mental health professionals, direct you to a variety of helpful resources in your community and more. Call 877-622-4327 or sign-in to your Cigna account to get connected.

Counseling and Mental Health Support:

8 face-to-face counseling sessions with a counselor in your area, as well as video-based sessions.

Legal Consulting: Get a free 30-minute consultation with a network attorney and 25% off select fees.

Child Care: We'll help you find a place, program or person that's right for your family.

Pet Care: From vets to dog walkers, we'll help you ensure your pets are well taken care of.

Financial Services Referral: Free 30-minute financial consultations by phone and 25% off tax preparation.

Senior Care: Learn about solutions related to caring for an aging loved one.

Identity Theft: Get a free 60-minute expert consultation by phone for prevention or if you are victimized.

FAQ: WELLNESS SCREENINGS

WHAT IF I DON'T PASS THE WELLNESS

SCREENING? The wellness screening is purely a participatory event, there are no requirements to achieve a certain standard. The only portion that is outcomes based is the cotinine test.

WHY CAN'T I JUST WALK IN FOR A BLOOD

SCREENING? For efficiency of the screening process, we utilize appointment times. Furthermore, lab registration needs information prior to the screening.

CAN I SUBMIT LAB RESULTS FROM A RECENT

DRAW? No. Given we are testing for cotinine, a test not typically offered in the provider office, you are required to attend a screening to receive your wellness incentive.

CAN MY PROVIDER REQUEST ADDITIONAL

TESTS FROM THE LAB DRAW? Bring the script for additional testing. These results will be uploaded into your electronic medical record (EMR) within 4 business days.

DOES MY SPOUSE NEED TO PARTICIPATE IN

A SCREENING TO RECEIVE THE WELLNESS INCENTIVE? No. Only employees on the health insurance plan are required to participate if they want to continue to receive the wellness incentive.

CAN VOLUNTEERS AND EMPLOYEES NOT ON

THE INSURANCE PARTICIPATE IN THE WELLNESS SCREENINGS? Yes. Volunteers or anyone employed by SPH can take advantage of the free blood screening.

WHAT IF I TEST POSITIVE FOR COTININE

(NICOTINE)? If you test positive for cotinine you will no longer be eligible to receive the wellness incentive unless you partake in one of the reasonable alternatives. St. Peter's Health offers many reasonable alternatives for those who test positive. Proof of completion of these alternatives must be received by June 25, 2021 and will allow you to retain your wellness incentive. To learn more please

contact the wellness team wellness@sphealth.org or (406) 444-2128.

ARE SCREENINGS EVER CANCELLED? We will notify you if this occurs.

WHEN IS MY LAST CHANCE TO SIGN UP? At least 10 registrants are required to hold a screening. If 10 or more are already enrolled, you will have an opportunity to register up until 2 days before the screening.

HOW DO I GET MY RESULTS? You can review your results from the SPH Patient Portal (registration required). For privacy reasons, SPH Wellness Services will NOT mail labs to participants. If you'd like to have your results printed visit Medical Records and fill out an authorization for disclosure of health information form. We will notify you via email if you test positive for nicotine.

WHAT IF MY BLOOD PRESSURE IS UNUSUALLY

HIGH? If you feel the blood pressure taken at the screening does not reflect your average blood pressure, we will retake. After 2 attempts, the better of the blood pressure values will be recorded. You can also expect to receive a call from the Employee Wellness Care Manager if your blood pressure is outside the normal range.

WILL FLU SHOTS BE AVAILABLE? No. Flu shots have already been administered for SPH employees. If you have questions please connect with employee health (406) 447-2803.

WHO DO I CONTACT ABOUT QUESTIONS RELATED TO THE WELLNESS SCREENING?

Reach out to the wellness team at wellness@sphealth.org or (406) 444-2128. We will do our best to get back to you within 1 business day.

FAQ: TOBACCO SCREENING & SUPPORT

WHAT IF I DO NOT MEET THE TOBACCO FREE REQUIREMENT? There are reasonable alternatives available. These options were outlined in step 2 of this packet. If you want to discuss additional options, please contact the wellness team.

WHEN DO I NEED TO SUBMIT MY PROOF OF COMPLETION BY? June 25, 2021. If you are in the process of taking a class, please contact the wellness team.

WHERE DO I FIND MY TOBACCO TEST RESULTS? The results of your cotinine test will be located in your EMR and can be accessed via the patient portal. If you test positive, you will need to complete a reasonable alternative outlined in this packet by June 25, 2020 in order to maintain your wellness incentive.

I CAN'T AFFORD THE \$99 COST OF THE ONLINE FFS PROGRAM, ARE THERE OPTIONS FOR ME? Yes. The Montana Quit Line is a free resource as is the group FFS class.

FAQ: PRIMARY CARE PROVIDER VISIT

WHERE CAN I FIND THE PCP FORM NEEDED FOR MY WELLNESS INCENTIVE? The PCP form can be found under the wellness corner on the employee intranet page.

WHAT QUALIFIES AS A PCP? A PCP is often a physician; however, a PCP may be a physician assistant, nurse practitioner or a naturopath. Though obstetrician-gynecologist (OBGYN) providers focus on women's health and wellness, they would not be considered a primary care providers unless they are Family Medicine Physician with Obstetrics (FPOB).

Primary care focuses on your overall health, both physical and behavioral, by partnering with you to be your healthiest self.

HOW DO I SUBMIT INFORMATION FROM MY PROVIDER? The PCP follow-up form can be used and signed by your provider and then directly faxed to the wellness team at (406) 447-2544. This appointment can be scheduled as part of your 100% benefit for a preventative annual physical.

PRIVACY

HOW IS ST. PETER'S HEALTH GOING TO PROTECT MY INFORMATION?

The St. Peter's Health Wellness program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008 and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary biometric screening, which will include a blood test for cholesterol, blood glucose, cotinine (nicotine metabolites) as well as height, weight and blood pressure. You are not required to participate in the wellness screening or other medical examinations.

WHO AT ST. PETER'S HEALTH WILL HAVE ACCESS TO MY INFORMATION?

The information collected in your wellness screening will only be used for wellness initiatives and programming. Specific blood results will only be shared with your care team via EMR.

At the end of June 2021, a basic list of names will be given to People Services to activate the monthly premium increase. The specific reason for increase is NOT given.

An increase in premiums can be the result of any of the following:

1. Did not participate in the screening
2. Did not complete the PCP visit
3. Tested positive for nicotine and did not complete a reasonable alternative.