

The City of Hamilton continues to partner with Kettering Health Network to promote the health and wellness of employees and their families. Employees enrolled in the City of Hamilton’s health benefit plan are eligible to receive a contribution to their HSA (or HRA, when applicable) account by participating in the Living Well Program!

Health Plan Coverage	Employee Only	Employee + One	Family
Potential Account Funding Available	\$800	\$1525	\$1525

Living Well Program Requirements for EMPLOYEE & COVERED SPOUSE:

1. Complete a **Tobacco/Nicotine Affidavit**. See page 2 for additional details. 40% (\$320 Employee Only / \$610 Employee + One / \$610 Family) of the HSA/HRA contribution is contingent on being tobacco/nicotine-free. If you or your spouse are not tobacco/nicotine-free, you have the option of completing a **Reasonable Alternative** to receive this portion of the funding. Living Well Program participants that are not tobacco/nicotine-free and have not completed the Reasonable Alternative will forfeit 40% of the account funding.
2. Complete an **Annual Preventive Physical** with a Primary Care Physician between July 1, 2019 and June 30, 2020, and ask your provider to complete their portion of the **Exam Reporting Form**. See page 3 for additional details.
3. Complete a **Biometric Screening or Lab Test Blood Draw** between July 1, 2019 and June 30, 2020, and ask your provider to complete their portion of the **Exam Reporting Form**.
Based on the results of your Biometric Screening or Lab Test Blood Draw, completion of a **Reasonable Alternative** is required if you are found to have Metabolic Syndrome.
See pages 3 and 4 for additional details.
4. Complete the Living Well 2020 **Registration Form**.
5. Complete the **Health Risk Assessment** online through Kettering Health Network. The link and instructions will be available beginning January 1, 2020, and will be shared via all-city email and be posted on the City of Hamilton Employee Portal. See page 5 for additional details.
**** This requirement is only applicable for the Employee and NOT the covered spouse.**
6. Return all completed forms to Kettering Health Network by June 30, 2020. This includes the **Tobacco/Nicotine Affidavit**, the **Registration Form**, the **Exam Reporting Form**, proof of completion of the **MetS Reasonable Alternative (when applicable)** and proof of completion of the **Tobacco Reasonable Alternative (if desired)**.

2020 Account Funding:

The City will provide employees who **COMPLETE** the Living Well program requirements with the HSA/HRA funding according to the schedule outlined in the table to the right. Completion includes all requirements being completed by the covered employee, and the employee’s spouse (*if applicable*).

*** Contributions will be distributed to qualifying employees in a single payment. Employees will receive their HSA/HRA contribution when **ALL** program requirements have been completed according to the schedule at the right. You will NOT be eligible for any contribution if **ALL** program requirements are not met. ***

All Requirements Completed By	HSA/HRA Funds Distributed
January 31	February
March 31	April
May 31	June
June 30	July

1. Complete a **Tobacco/Nicotine Affidavit**.

40% (\$320 Employee Only / \$610 Employee + One / \$610 Family) of the HSA/HRA contribution is contingent on being tobacco/nicotine-free. If you or your spouse are not tobacco/nicotine-free, you have the option of completing a **Reasonable Alternative** to receive this portion of the funding. Living Well Program participants that are not tobacco/nicotine-free and have not completed the Reasonable Alternative will forfeit 40% of the account funding.

“Use of tobacco/nicotine” means all uses of tobacco/nicotine, including inhaling, exhaling, burning, vaping, or carrying any lighted cigar, cigarette, pipe, alternative nicotine product, other lighted smoking device or papers for burning tobacco, or any other plant; chewing tobacco snuff, or any other matter or substances that contain tobacco/nicotine within the last six (6) months.

“Alternative nicotine product” means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any other means, including, but not limited to, chewing, smoking, absorbing, dissolving, or inhaling. Nicotine gum, nicotine patches, or any other nicotine replacement therapy aids are excluded.

To be considered a non-tobacco/nicotine user and be eligible for 40% of the 2019 Living Well Program contribution:

- Covered employees (and eligible spouse’s) have not used any tobacco/nicotine product for the last 6 months and are considered tobacco/nicotine-free
- OR**
- Covered employees (and/or eligible spouse’s) have used tobacco/nicotine in the last 6 months, but have provided proof of completion of the Reasonable Alternative

City of Hamilton employees and spouses covered by the City’s 2020 health benefit plan who are not tobacco/nicotine-free are required to complete the following reasonable alternative in order to qualify for the HSA/HRA funds contingent on this factor.

- Quit For Life tobacco/nicotine cessation program available through UnitedHealthcare
- Call (866)QUIT-4-LIFE or visit www.quitnow.net to enroll in the program
- At least five (5) telephonic sessions with a Quit Coach must be completed
- Participants should request a certificate of completion from their Quit Coach upon completing five (5) coaching sessions.
- To complete the Reasonable Alternative by the deadline, we recommend starting no later than April 1, 2020
- Completion certificates should be returned to Kettering Health Network with the rest of the 2020 Living Well Program materials
- Call Kettering Health Network with questions: (800)888-8362

2. Complete an **Annual Preventive Physical** with a Primary Care Physician between July 1, 2019 and June 30, 2020, and ask your provider to complete their portion of the **Exam Reporting Form**. See page 4 for additional details.

AND

3. Complete a **Biometric Screening or Lab Test Blood Draw** between July 1, 2019 and June 30, 2020, and ask your provider to complete their portion of the **Exam Reporting Form**. Based on the results of your Biometric Screening or Lab Test Blood Draw, completion of a **Reasonable Alternative** is required if you are found to have Metabolic Syndrome.

About your Annual Preventive Physical:

- This should NOT be completed at a clinic (such as the Little Clinic), but at a Primary Care Physician.
- If you do not have a primary healthcare provider, you can find a healthcare provider in the United Healthcare network by visiting www.uhc.com or by calling (844)2-KHNPHA.
- If you already had a physical after July 1, 2019 you do not need to schedule another visit. Request that your healthcare provider complete the Exam Reporting Form for submission.
- When scheduling your physical, you may want to check if you can complete your biometric screening or lab work prior to your physical. Your healthcare provider can then address your results at your appointment, and could save you from needing to return to your healthcare provider's office a second time.

Biometrics on the Exam Reporting Form may be completed by:

- Attending an onsite biometric screening event offered by Kettering Health Network. See the full schedule of onsite biometric screenings on page 4.
- Completing a lab test blood draw with an order from your healthcare provider.

Helpful Program Information

- Under the City of Hamilton's UnitedHealthcare health benefit plan, if coded as preventive, an annual physical and biometric screening/lab work can be obtained at zero cost to plan members. To be billed as preventive, the correct billing code needs to be used by the healthcare provider's office. Employees and covered spouses may be charged if they already have a diagnosis.
- **To ensure a claim is filed as preventive and thus covered at no cost, it MUST meet the standards set by UnitedHealthcare. Review qualifying preventive services by visiting www.uhcpreventivecare.com.**
- In order to receive UnitedHealthcare coverage, preventive physicals and lab work must be completed by a healthcare provider and laboratory that are part of the UnitedHealthcare health benefit plan network. To find healthcare providers and/or labs that are in network, visit www.myuhc.com.

UnitedHealthcare Network Lab Facilities:

For the most up-to-date listing of in-network lab locations, visit www.myuh.com.

To complete the Exam Reporting Form, you may complete a lab test blood draw with an order from your healthcare provider at an in-network lab, or you may attend an onsite biometric screening event offered by Kettering Health Network. See the full schedule of onsite biometric screenings on page 4.

City of Hamilton Onsite Biometric Screening Dates 2019-2020

To schedule an appointment, call 1-800-888-8362

OR

go online to <https://khncorporatewellnessscheduling.as.me/cityofhamilton>

Location	Day	Date	Screening Time
2019			
City Building	Tuesday	12/3/2019	8am-11am
Garage	Tuesday	12/10/2019	7am-10am
2020			
Hamilton Health Center	Saturday	1/18/2020	8:30am-11:30am
Police	Tuesday	1/14/2020	6am-10:00am
Police	Wednesday	1/22/2020	6am-10:00am
Police	Thursday	2/6/2020	6am-10:00am
Fire	Tuesday	1/28/2020	8am-11am
Fire	Wednesday	1/29/2020	8am-11am
Fire	Thursday	1/30/2020	8am-11am
Garage	Tuesday	2/11/2020	7am-10am
Water	Wednesday	2/12/2020	7am-9:30am
City Building	Wednesday	2/19/2020	8am-11am
Hamilton Health Center	Saturday	5/2/2020	8:30am-11:30am

Metabolic Syndrome (MetS)

Metabolic Syndrome is a group of metabolic risk factors that exist in one person. Some underlying causes of this syndrome that give rise to the metabolic risk factors include being overweight or obese, having insulin resistance, being physically inactive, and/or genetic factors. Individuals with Metabolic Syndrome have a higher risk of diseases related to fatty buildups in artery walls, such as coronary heart disease, and are more likely to develop type 2 diabetes.

The presence of three (3) or more of the following risk factors are used as criteria to identify the presence of Metabolic Syndrome in individuals:

- Central obesity, measured by waist circumference (> 40 inches for men, > 35 inches for women)
- Fasting blood triglycerides \geq 150 mg/dL
- Low HDL cholesterol levels (< 40 mg/dL for men, < 50 mg/dL for women)
- Elevated blood pressure \geq 130/85 mm Hg
- Fasting glucose \geq 100 mg/dL

City of Hamilton employees and spouses covered by the City's 2020 health benefit plan, who have three (3) or more Metabolic Syndrome risk factors are considered MetS. These participants are required to complete one (1) of the following alternatives in order to receive the portion of the HSA/HRA funds contingent on this factor.

➤ **Engage with your primary care physician on a personal health plan**

- Individuals who choose this option must submit the **Physician Release Form** to Kettering Health Network with a signature from their primary care physician no later than June 30, 2020

OR

➤ **Complete Naturally Slim, a 10 week online weight loss program**

- This program involves one (1) online session per week for ten (10) weeks and is a clinically proven solution to help individuals reduce Metabolic Syndrome risk through weight loss. Individuals who choose this option must contact Kettering Health Network to receive program enrollment information. Kettering Health Network can be contacted by calling 1-800-888-8362 or by emailing healthyhamilton@ketteringhealth.org.
- Individuals must also submit a **certificate of completion** (provided at the end of the 10th session) to Kettering Health Network no later than June 30, 2020
- To complete the Reasonable Alternative by the deadline, we recommend starting no later than April 1, 2020