



MEDICAL MUTUAL®

2021 WELLNESS PROGRAM GUIDE

Make your health a priority.

YOUR WELLNESS PORTAL OPENS:

May 5, 2021



The Worthington City Schools wellness program rewards you for making improvements to your health and wellness. You can earn points for activities completed between Jan. 1, 2021 and Dec. 31, 2021.



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HOW DO I ACCESS THE MEDICAL MUTUAL WELLNESS PORTAL?

Log in to www.medmutual.com/member and select **Wellness Portal** from the Healthy Living drop-down.

QUESTIONS?

1-855-553-1006

WellnessSupport@medmutual.com



GOALS AND REWARDS

By participating in Worthington City Schools' voluntary wellness program, employees enrolled in the medical plan can earn an **HSA contribution***! (That's money that you can put toward many types of medical expenses, including doctor's visits, prescriptions and medical supplies.)

*The HSA contribution will be \$250 for eligible single plan enrollees and \$500 for eligible family plan enrollees.

For the full HSA contribution, earn at least 4 points:

- Health Assessment | 1 Point**
Jan. 1 - Dec. 31, 2021
- Annual Wellness Exam or Women's Well Check | 1 Point**
Jan. 1 - Dec. 31, 2021
- Health Screening | 1 Point**
For your screening to be considered complete, at least one biometric result (for example: weight, height, or blood pressure) and one result from a blood panel must be submitted.
- Dental Exam | 1 Point**
Jan. 1 - Dec. 31, 2021
Dental cleaning or exam are eligible.
- Routine Lab Work | 1 Point**
Jan. 1 - Dec. 31, 2021
- Preventive Care Service | 1 Point**
Cervical Cancer Screening, Prostate Cancer Screening, Mammogram, Colonoscopy or Skin Cancer Screening Between Jan. 1 and Dec. 31, 2021
- Up to 2 Immunizations | 1 Point Each**
Flu, COVID, Pneumonia or Shingles Between Jan. 1 and Dec. 31, 2021
- My Care Compare Cost Estimator | 1 Point**
- Up to 3 Personal Challenges | 1 Point Each**
- Up to 2 Online Health University Courses | 1 Point Each**
- Self-Report Spouse Registration | 1 Point**
Spouse must create their own account at [medmutual.com](https://www.medmutual.com) to access the Wellness Portal and create registration using their own account.

You can still earn an HSA contribution even if you don't achieve 4 points!

2 Points = 1/3 of HSA Contribution

3 Points = 2/3 of HSA Contribution

4 Points = Full HSA Contribution

DID YOU KNOW?

Is completing the program not medically appropriate for you?

You may be able to earn the reward another way. To file an appeal, visit the portal and download an appeal form. Read more about appeals in this guide.

Can spouses participate?

Spouses enrolled in the medical plan are encouraged to participate, but it is not required. Eligible, enrolled spouses should create their own Medical Mutual account to access the Wellness Portal and take advantage of the health assessment and other resources. The employee can earn a point for reporting their spouse's registration.



STEPS AND DEADLINES

Take it one step at a time. Visit the Medical Mutual Wellness portal to complete the steps needed to earn your reward.

Note: If an activity doesn't show as "complete" right away, don't be alarmed! It can take some time for the portal to display certain results. If the deadline of an activity is approaching but your completion status still isn't displaying correctly, you can call Medical Mutual Wellness to confirm your completion status.

1 Register for the Program | Starting May 5, 2021

Visit Medical Mutual Wellness portal at www.medmutual.com/member and select Wellness Portal from the Healthy Living drop down. Complete the Registration step by providing your required information.

Tip: It's important that you receive email notifications from Medical Mutual Wellness about your participation in the program. Visit the My Profile page of the portal to double-check that your email is listed correctly.

Click Go under Registration on your dashboard.

2 Complete Any Combination to Earn 4 Points:

Online Health Assessment | Jan. 1 – Dec. 31, 2021

Immediately after completing this health questionnaire, you will receive two reports: a personal report and a physician summary report that you can share with your doctor. Assessments completed between Jan. 1 and Dec. 31, 2021 are eligible. You will earn the reward if you've already completed this within that timeframe.

On-Site Biometric Screening (optional)

Available screening times and instructions for scheduling an appointment will be communicated through your employer closer to your workplace event.

Preventive Care Service, Annual Wellness Exam/Women's Well Check, and Immunizations | Jan. 1 – Dec. 31, 2021

After completing a cervical cancer screening, prostate cancer screening, mammogram, colonoscopy or skin cancer screening; annual wellness exam/women's well check; or immunizations for flu, COVID, pneumonia or shingles, you will automatically get credit on the Medical Mutual Wellness portal in 4-8 weeks. If you have not gotten credit for your preventive care service after 8 weeks, please submit proof of exam by downloading the preventive care submission form or calling Medical Mutual Wellness.

My Care Compare Cost Estimator | By Dec. 31, 2021

Log in to www.medmutual.com/member and use My Care Compare on My Health Plan. Afterward, indicate your completion on the Medical Mutual Wellness dashboard.

Dental Exam | Jan. 1 – Dec. 31, 2021

After completing a dental exam, you will automatically get credit on the Medical Mutual Wellness portal. Don't be alarmed if you don't get credit right away! Cleanings and routine exams are both eligible.

Routine Lab Work | Jan. 1 – Dec. 31, 2021

After completing routine lab work, you will automatically get credit on the Medical Mutual Wellness portal. Don't be alarmed if you don't get credit right away!

Complete Challenges and Courses | By Dec. 31, 2021

Make sure to start Online Health University courses and personal challenges early enough to finish them by the deadline!

Employee Self-Report Spouse Registration |

By Dec. 31, 2021

Spouses can create their own account through Medical Mutual to access their personal Dashboard and Registration step on the Wellness Portal. Once the spouse has created an account, they can log in, access the wellness portal and complete their Registration. The spouse can then communicate to the employee the date their Registration is completed for the Employee to report on their Dashboard. Employees should log in to their account and self-report the date of their Spouse's Registration.



APPEALS

Didn't earn the full reward? You will receive an email letting you know your results are available on the My Plan page of the Medical Mutual Wellness portal. Make sure to review your results as soon as you can. If you didn't earn the full reward, you may be able to earn it by filing an **appeal**.

Why would you need to file an appeal?

- Your results were originally not reported, recorded incorrectly, and/or you are providing a new and passing result.
- Your doctor thinks it's unreasonably difficult or medically inadvisable for you to meet the wellness goal or alternative.



FILING AN APPEAL IS EASY:

1. Visit the Appeals page of the Medical Mutual Wellness portal to download your appeals form.
2. Visit your doctor and bring the form.
Or, My Chart, Patient Portal or lab documentation can be submitted with the appeal form, in lieu of provider signature, as long as date of service, name and gender are present on the documentation.
3. File your appeal by Jan. 31, 2022. Fax number, mailing address and email address are provided on the appeals form.



FAQS

Let's get the facts straight. Medical Mutual Wellness is here for you if you have any questions about the program. If this page doesn't answer your questions, please call us toll-free at 1-855-553-1006 or email WellnessSupport@medmutual.com.

Why is my employer offering this program?

Worthington City Schools offers this program and its rewards to help employees prioritize their health and help the district to get stronger together.

Does it cost money to participate in the program?

Screening on-site is free. In many cases, preventive care services are covered at 100%, depending on how they are coded. All resources on the Medical Mutual Wellness portal are also free for you to use. There may be expenses tied to the completion of an appeal that you will be responsible for.

What if I don't want to participate?

The program is completely voluntary. It is simply an opportunity to take steps to improve your health while earning a reward. The program and its reward are in compliance with the Affordable Care Act (ACA). Employees under age 18 are not eligible to participate.

Will my employer see my health information?

Absolutely not! Your employer will never see your screening results. They will only see averages for the district and, when needed to administer your reward, they can see your reward amount.

How do I know if Medical Mutual Wellness received the appeals form (or other form) I submitted?

Once your form goes through the first stage of processing, you will receive an automated email letting you know that it was received. This can take up to 10 business days, so don't worry if you don't receive an email right away. Once your form is fully processed, you will receive another email letting you know that your account has been updated on the Medical Mutual Wellness portal.

When will I receive my reward?

Your rewards will be deposited in your HSA account in the month of February.

EEOC Privacy Notice

Federal law requires employers that offer wellness programs that collect employee health information to provide a notice to employees informing them what information will be collected, how it will be used, who will receive it, and what will be done to keep it confidential. The notice below fulfills these requirements.

Notice Regarding Wellness Program

Worthington City Schools has contracted with Medical Mutual to administer all or part of its voluntary employee wellness program. 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 (ADA) of 1990, the Genetic Information Nondiscrimination Act (GINA) of 2008, the Affordable Care Act (ACA) and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others. If you choose to participate in the wellness program you may be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You may also be asked to complete a biometric screening or other examinations, which may include a blood test for cholesterol levels (Total, HDL, LDL), triglycerides, serum cotinine (nicotine) and glucose as well as a blood pressure reading(s), height, weight, waist measurements and your pulse. When possible, your blood specimen will be confidentially processed by a laboratory that provides a panel of common preventive wellness measures provided solely for your information.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as targeted health education, online and telephonic health coaching and health challenges. You also are encouraged to share your results or concerns with your own provider. You are not required to complete the HRA or to participate in the screening or other medical examinations.

However, if you choose to participate in the wellness program you may receive an incentive for participating. More specific details regarding the wellness program, including how incentives are earned can be found in the Program Guide.

As noted in the Program Guide, a portion of the incentives available may be linked to certain health-related activities or to the achievement of certain health outcomes. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation. You may request a reasonable accommodation or an alternative standard by contacting Medical Mutual Wellness at 1-855-553-1006. See the Program Guide for more details concerning reasonable alternatives. Additional information will be provided to you in your results summary as well.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your protected health information (PHI). Although the wellness program and your employer may use aggregate information collected to design a program based on identified health risks in the workplace, Medical Mutual Wellness and its contracted partners will never disclose any of your personal medical information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, as necessary to support health plan or wellness program administration or as permitted by law. In no event will medical information that personally identifies you that is provided in connection with the wellness program be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program is required to be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program may be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately. You can ask to see or get a copy of the health information we have about you. We may charge a reasonable cost-based fee.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you are a member of your employer-sponsored health plan, the provisions of the health plan privacy notice may also apply. Please contact your health plan administrator for a copy of the notice. If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, or if you would like a paper copy of this notice or a copy of Medical Mutual Wellness's Privacy Statement mailed to you, please contact Medical Mutual Wellness Participant Services at 1-855-553-1006. Medical Mutual Wellness's Privacy Statement is also located on the Medical Mutual Wellness website at <http://www.bravowell.com/privacy-statement/>.