

# SSCC Wellness Requirements Explained

All documents verifying completion of a wellness requirement must be received by Crystal Howland prior to May 31<sup>st</sup> of each benefit year in order to receive credit. Benefit years run from July 1<sup>st</sup> to June 30<sup>th</sup>. Documents can be dropped off in person or sent via email to [chowland1@sscc.edu](mailto:chowland1@sscc.edu).

1. **Attend a Wellness Event** – attend/participate in any of the wellness events that are scheduled at various times throughout the year. This includes the Annual Employee Health & Wellness Fair. You can also participate in some type of community event, such as a marathon, league sporting event (baseball, softball, basketball, etc.), a financial wellness/planning seminar, or any number of other activities. You can always contact Crystal Howland to determine if an event qualifies. You will need some type of participation certificate or letter from a league/board official confirming your participation in the event.

2. **Annual Wellness Visit** –Qualifying visits include:

Family Doctor	Dentist	Dermatologist	Optometrist
Cardiologist	Rheumatologist	OBGYN	

As of 7/1/2022, employees can earn an additional \$200 for this requirement by having their covered spouse complete an annual wellness visit. Please be sure to utilize the Spouse Proof of Visit form so credits are applied accurately. If you, or your spouse, have had another type of doctor visit since the start of the current benefit period (July 1<sup>st</sup>) and would like to know if it qualifies, contact Crystal Howland. In order to receive credit for the visit we will need one of the following:

- Copy of the Explanation of Benefits (EOB). You can find this on the medical provider's website. Typically, this will also be mailed to you. You can identify it as it will usually say "This is Not a Bill" either at the top or bottom of the form. Any financial information or medical results can be blacked out. We need patient name and service date visible.
- Copy of a Bill. You can black out any financial information or medical results as we do not need it, but the patient name and date of service must be visible.
- Proof of Visit form. This form can be found on the SSCC website.

If you have any of the above listed documents and have not turned them in yet, please email them to Crystal Howland as soon as possible so earned credits can be applied. If you do not have access to a scanner, a picture taken by phone is acceptable. You can also drop the documents off using interoffice mail or by putting them in Crystal's mailbox located in the break room of the office suite. Crystal is located in office 178. Again, you can black out any sensitive information.

3. **Biometric Screening** – Same as Annual Wellness Visit. Your doctor will need to indicate on the Proof of Visit form if the visit was for an Annual Preventative Exam or Biometric Screening. You do not need multiple forms if the visit was for both, you can use the same form. A Biometric Screening typically includes:

- height, weight, and waist measurement.
- body mass index (BMI), an estimate of your body fat based on your height to weight ratio.
- blood pressure and pulse measurement.
- fasting blood glucose levels.
- blood cholesterol levels and triglycerides.

\*\*\*Keep this information as it will be needed to complete the online health risk assessment.\*\*\*

As of 7/1/2022, employees can earn an additional \$200 for this requirement by having their covered spouse complete a biometric screening. Please be sure to utilize the Spouse Proof of Visit form so credits are applied accurately.

4. **Health Risk Assessment** –this assessment is on paper and can be provided by HR. This assessment will also be available at the Annual Employee Health & Wellness Fair. To request a paper assessment, please email [HR@sscc.edu](mailto:HR@sscc.edu).