

2019 BIOMETRIC SCREENINGS

FREQUENTLY ASKED QUESTIONS

1. **What is a biometric screening?**

Biometric values are important measures of a person's health status and include measurements of a person's height, weight, Body Mass Index (BMI), body composition, blood pressure, cholesterol, glucose, and waist circumference.

You will meet with a health screening professional from Quest Diagnostics Health & Wellness (an independent third-party) for approximately 15 minutes. When tests have been completed, you will be provided with a review of your results and how they compare to national guidelines.

2. **Who is eligible for the biometric screening?**

All benefits-eligible employees, retirees, and spouses on the Emory medical plan are eligible to participate in a biometric screening. Onsite biometric screenings are not available to community members, students or patients.

3. **Why is Emory offering biometric screenings?**

The biometric screenings are being offered as part of Emory's 2019 benefits package to provide each employee and spouse with the opportunity to "know their numbers." This is part of Emory's ongoing commitment to support each employee and their family's health and well-being. If you are on an Emory medical plan in 2019, the biometric screening will also count towards one of the medical plan incentives you may earn.

4. **What organization is providing the onsite biometric screenings?**

Quest Diagnostics Health & Wellness will be providing the screenings.

5. **What are the credentials of the biometric screening staff?**

Quest Diagnostics Health & Wellness employs providers who are credentialed in their field of expertise. The onsite staff have completed rigorous training, and are experienced in running screening events that cause minimal disruption to work flow.

6. **What will happen with my biometric screening data? Who will have access to my personal data? How is my confidentiality protected?**

Emory has chosen Quest Diagnostics Health & Wellness as our third-party business partner. Quest Diagnostics Health & Wellness (Quest) will share your biometric screening data with Aetna to allow Aetna to administer your health plan incentive for completing the screening. Quest will share whether or not you participated in a screening with Virgin Pulse, so you can easily see in one location your progress toward earning your 2019 health plan incentives.

Quest will also share your screening data with HDMS, Emory's data warehouse vendor. HDMS provides de-identified individual-level data to Emory which will be used in aggregate (i.e. by division) to understand the overall health trends of our employees. This will enable Emory to provide enhanced health and wellness services to better meet employee needs.

Quest Diagnostics Health & Wellness protects all screening data through secure processes, procedures and protocols to ensure confidentiality and HIPAA compliance.

7. **Is my data from participation in the biometric screening initiative protected by the Health Insurance Portability and Accountability Act ("HIPAA")?**

Not all wellness programs or wellness program initiatives are subject to HIPAA. Emory's wellness program makes efforts to comply with HIPAA to the extent applicable. Participants in the biometric screening initiative should consult Quest's applicable terms and conditions regarding HIPAA as applicable to information provided to Quest.

8. Where and when will onsite biometric screenings be offered?

Onsite biometric screenings will take place between January 17 through February 28 and they will be offered at various locations across Emory Healthcare and Emory University. A complete schedule of onsite biometric screening days and times will be posted online and announced in December. When you log into the Quest Diagnostics site to schedule your appointment, you'll see a list of locations and available times for onsite events.

9. There is not a biometric screening offered at my location. Why?

Emory has done its best to accommodate employees across our many campuses and locations. However, we are unable to set up screenings at every site. If a screening is not offered in your location, you may attend a screening at another site nearby, complete your biometric screening at your physician's office, Emory Employee Health or a CVS Minute Clinic. *See Question 15 for additional details.*

10. How long will my biometric screening take?

Your onsite biometric screening will take approximately 15 minutes.

11. Can I participate in the onsite biometric screening during work hours?

Yes, employees can participate in the onsite biometric screening during work hours.

12. How can I make an appointment for my screening? How far in advance do I need to make my appointment?

You can make your appointment online (www.hr.emory.edu/KnowYourNumbers) or by calling the Quest Diagnostics Health & Wellness Service Center at 1.855.623.9355.

Your registration Key is **Emory**

Your Unique ID is your **Employee ID** (this can be found by logging into Peoplesoft Self-Service and viewing your pay stub).

13. Do I have to make an appointment, or can I "walk-in" at a day and time that is convenient for me?

Appointments are highly recommended and given priority over walk-ins. A limited number of "walk-ins" may be available at each screening event but are not guaranteed to be available. There also may be a wait depending on the screening event flow at that time.

14. Can I eat or drink anything before the screening, or do I need to "fast?"

Fasting is not required; however it is highly recommended to fast 9-12 hours prior to the screening to provide more accurate results. You should take any regularly scheduled medications as usual and drink plenty of water prior to your screening appointment. The provider will ask you if you have "fasted" or not and will conduct the screening accordingly.

15. Do I need to bring my Emory ID card? Do I need to know my Emory employee ID?

No, you will not need to bring your Emory ID card or your driver's license to the screening for identification.

16. I can't attend an onsite screening. What other options are available to earn my incentive?

If you are unable to attend one of these scheduled events or if there are no events scheduled at your location, you will also have the option to go to your physician's office, an onsite Emory clinic, or a CVS Minute Clinic to have the appropriate measures taken. You must download the Physician Results Form or Emory Employee Health Clinic form at My.QuestForHealth.com. and take it to your appointment.

A Physician or Emory Employee Health Clinic Results Form must be completed by your physician or clinic staff member and either uploaded to the Quest Diagnostics Health & Wellness participant portal at My.QuestForHealth.com, or faxed to Quest Diagnostics Health & Wellness. Please confirm with your physician that your visit is a preventive exam visit to ensure that your physician's visit is recorded ("coded") appropriately. If you have had a regular preventive visit at your physician's office after November 15, 2018, you may ask your primary care physician to complete the form from and fax it to Quest Diagnostics Health & Wellness. This form will be posted after January 1, 2019 at My.QuestForHealth.com. Please note that this method will take longer to record your screening results in the Aetna system.

17. What type of confirmation will I receive as evidence that I have completed my biometric screening?

You will receive a results brochure from the Quest Diagnostics Health & Wellness staff at the end of your onsite biometric screening. The screening staff will record the date of your screening and your personal screening values in this brochure. Please keep it for your records as evidence that you have completed a biometric screening. Within a week after your screening is completed, you will also receive an email letting you know that your results are able to be viewed online at the Quest Diagnostics website.

If you use (or have used) your annual wellness visit at your doctor's office to gather the measurements, please keep a copy of the *Physician Results Form* for your records as evidence that you have completed a screening at your doctor's office.

Enter your biometric results into your online health risk assessment within [Healthy Emory Connect](#). The biometric values are important information that the health assessment system uses to help determine your health risks & provide you with personalized results.

18. What is the incentive that I will receive after completing the biometric screening? When will I receive my incentive?

For employees who choose the **HSA plan** and complete the biometric screening, each employee will receive a \$75.00 credit by Emory to their health savings account. Spouses who complete the biometric screening will each receive a \$75.00 credit by Emory to their health savings account.

For employees who choose the **POS plan** and complete the biometric screening, each employee will receive a \$75.00 credit by Emory toward their deductible and/or coinsurance. Spouses who complete the biometric screening will each receive a \$75.00 credit by Emory toward their deductible and/or coinsurance. Depending on when you complete your screening, it may take 4-6 weeks to process and fund your incentive. You can view this in your Aetna Navigator account at www.aetna.com

19. Do I have to complete both the biometric screening and online health risk assessment (HRA) to earn my incentive?

No. Employees' and spouses' \$75.00 medical plan incentives are awarded separately for biometric screening completion. Employees can earn another \$25.00 medical plan incentive for completing the health risk assessment (HRA).

20. What is the deadline for completing the biometric screening to earn my 2019 health plan incentive?

The deadline for completing the biometric screening to earn the incentive is October 25, 2019. However, you should complete your screening as soon as possible, so you have access to your incentive funds for medical expenses that may occur throughout the year. Emory will only offer the onsite biometric screenings in mid-January through late February 2019.

21. How long from the completion of the programs before I can earn and see my incentives online?

Allow 4 – 6 weeks after completion of an activity to receive your incentive(s). Incentives are processed and funded on the month end check for monthly-paid employees and on the first pay date in the following month for bi-weekly-paid employees. Log in to [Healthy Emory Connect](#) and monitor the Rewards tab to track your incentive rewards. Or log into your Aetna Navigator account.

22. If I am in the POS plan, and I have a Flexible Spending Account (FSA) with an account balance on December 31, 2018, and am moving to the HSA plan for 2019, how does the incentive work?

Employees in this situation will not be eligible to participate in a Health Savings Account until April 1, 2019. The incentive will not post to your account until after that date. The information about your biometric screening completion will be stored by Aetna until your Health Savings Account has been established and your incentive funds can be credited.