

Re: 2021 Health Risk Assessment Program

Dear Employee and Spouse:

YOUR HEALTH is your greatest asset! By completing the Health Risk Assessment Program (screening, health risk assessment questionnaire and results review) as well as other Wellness activities offered by the City of Stevens Point and Aspirus Business Health, **EMPLOYEES** on the City's High Deductible Health Plan will earn points towards their 2021 HSA contribution. Screenings are also available for spouses and employees not on the City's high deductible health plan.

2021 ONSITE SCREENING DATES

DATE	TIME	LOCATION	ROOM
9/14/21	7:30-10:30 AM	Annex	Annex Rooms 1 & 2
9/15/21	6:00-8:30 AM	Transit	Conference Room
9/16/21	6:00-10:30 AM	Parks/Rec/PD	Parks/Rec Conf Room
9/20/21	6:30-9:30 AM	Streets	Conference Room
9/21/21	7:30-10:30 AM	Annex	Annex Rooms 1 & 2
9/22/21	7:00-10:00 AM	Water	Conference Room

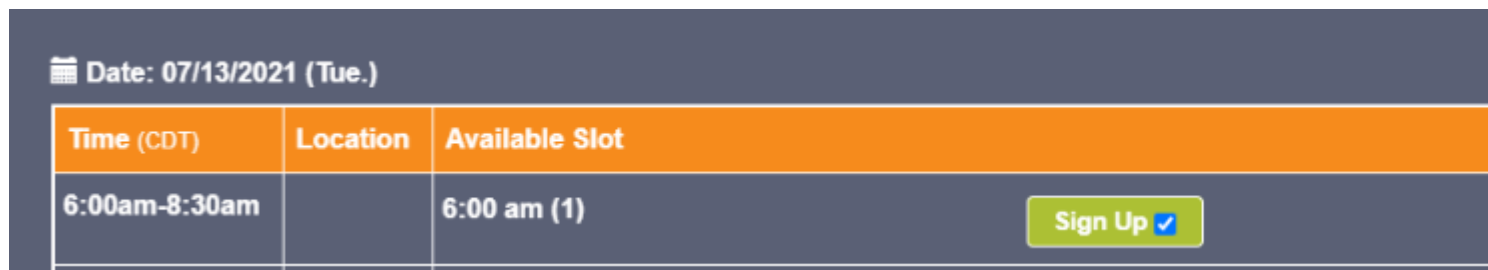
In order to participate in the HRA program this year, please follow the steps listed below. If you are a spouse and this is your first screening, go to [Step 5](#) to see instructions. If you have issues registering, contact Lisa Fahney at 715-295-5261. A paper schedule will be available at the Streets Dept.

Step 1: REGISTER FOR YOUR HEALTH SCREENING APPOINTMENT

You can register through the online registration tool.

ONLINE REGISTRATION

1. Click on the link, or copy and paste it into your browser, then select the date you would like to participate on: <https://www.signupgenius.com/go/9040B4DABA62DAAF85-cosp>
2. Click Sign Up on that date and check the box by the time you want to sign up for.



3. Click Submit and Sign Up at the bottom.
4. Enter your First and Last Name, Email and any other required fields.
5. Select Sign Up Now.
6. If there are any missing items, you will be prompted to complete missing items.
7. The deadline to sign up for the onsite health screenings is **1 week prior** to the date of the screening.

Aspirus Business Health CLINIC OPTION

If you are unable to attend one of the onsite health screening dates and would like to complete the health screening you can do so at Ascension Wisconsin at Work between: **September 13-24**. You will need to call ahead to schedule this appointment. Please call 715-346-5243 to schedule your appointment—this is only for employees and/or spouses that cannot attend one of the dates listed above. The address for Business Health is: 5412 Hwy 10 E, Stevens Point, WI 54482

Step 2: ATTEND YOUR ONSITE SCREENING APPOINTMENT

Your onsite appointment will last about 10 minutes. In order to obtain an accurate measurement for the tests listed below, **a 10-12 hour fast** is recommended. No food or beverages should be consumed during this time (with the exception of drinking PLENTY of water; at least two-three glasses prior to your appointment).

Components of the health screening appointment include:

- **Blood draw from the arm**; which includes cholesterol lipid panel, glucose test, cotinine, metabolic panel;
- Height and weight measurements;
- Waist and hip measurements;
- Blood pressure screening

**Appointments will last approximately 10 minutes.

Step 3: COMPLETE YOUR ONLINE HEALTH RISK ASSESSMENT

Your online HRA needs to be completed approximately **7 business days** following your appointment to allow time for your lab and biometric results to be loaded. You will have approximately 1 week to complete your online HRA. HRAs must be completed by **October 8**.

Your individual results from your screening will be loaded to your US HealthCenter personal health dashboard which you are able to access at anytime! Feel free to share your results with your Primary Care Provider at your next doctor appointment. Let your Provider know you had blood drawn at your health screening and bring your lab results...that is savings for you!

To complete your Health Risk Assessment, follow these simple steps.

1. Go to <https://www.ushealthcenter.com/>
2. **Username:** Your full last name and the month and date of your birthday. For example: Chris Smith with a DOB 01-11-2000 would enter: smith0111
Password: For **RETURNING** users, enter your existing password. If you do not remember or are having problems with your password, click on the 'Forgot Password' link, enter your information and email and request new password. If you are a **NEW** user, then click on the 'Forgot Password' link, enter your information and email and request a password. Still need assistance? Call 877-322-7398 ext. 2 or email help@ushealthcenterinc.com. If you are new you will be asked to change your password the first time your logon to something personal to you. ****Remember to safely record & keep your password.**
Once your Username & Password are created, you should be at your Personal Health Desktop
3. Click on **Assessment** > **Health Risk Assessment** > **Start My Health Risk Assessment**
4. Complete ALL sections.
5. Once you have completed the HRA, you will see this screen.

Congratulations



Congratulations!

You have successfully completed your Health Risk Assessment.
Click on a link below to view your results.

[Health Risk Assessment Results](#)

[Health Screening Results](#)

[If you have other activities to complete for your wellness program, click here](#)

If you have any issues completing the Health Risk Assessment, please contact US HealthCenter, by calling 877-322-7398 ext. 2 or email help@ushealthcenterinc.com.

Step 4: COMPLETE YOUR RESULTS REVIEW

This is your opportunity to review your results with an Ascension professional and discuss your screening and blood draw results. Information regarding completing this step will be included in your next steps materials you will receive at your screening. You must have your online health risk assessment completed prior to your results review. If it is not completed you will need to reschedule your results review.

Step 5: SPOUSES WHERE THIS IS YOUR FIRST SCREENING

If you are a spouse and this is your first screening, we will need to create an account for you to access schedules and your on-line health risk assessment and personal health desktop. Please contact Lisa Fahney, to set up your account. Call (715) 295-5261 or email, lisa.fahney@aspirus.org We greatly appreciate your interest in taking advantage of this special opportunity to take care of your health.

FOR ALL PARTICIPANTS

By completing the Health Risk Assessment Program offered by the City of Stevens Point:

- EMPLOYEES on the City's High Deductible Health Plan will earn points towards their HSA contribution in 2021!
- You will be able to protect your own health!
- You will be able to identify your individual risk factors and provide the support to improve them!

Please feel free to contact Lisa Fahney, Occupational Health Educator, if you have any questions in regards to the HRA Program. You can contact Lisa by phone at (715) 295-5261 or email lisa.fahney@aspirus.org

This process is part of the City of Stevens Point ongoing commitment to you. We look at this opportunity as a partnership with you to protect or improve your health. It is one of the many things that we do in order to raise awareness about health and disease management. We are excited to offer this benefit in order to keep you and your loved ones healthy!

Your personal health information is conducted, protected and secured by US HealthCenter, Inc. and Aspirus Business Health. The City of Stevens Point does not receive individual results.



Ascension

Ascension Biometric Screening Guidelines

Our Ascension Wisconsin at Work wellness team is committed to providing quality biometric screenings and have implemented the following guidelines to ensure your employees and our staff stay healthy and safe. We continuously monitor guidance from the CDC and adjust our safety precautions practices accordingly.

- All biometric screening participants (employees & spouses) will be required to answer a series of health related questions upon entering the biometric screening (see questions below).
 - Have you had a fever and/or symptoms of a lower respiratory illness (cough, difficulty breathing, etc.)?
 - Have you had any of these symptoms:
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - In the past 14 days, have you been told you may have COVID-19 or have been tested for COVID-19?
- If anyone has symptoms they will be referred directly to the company's HR staff to be provided with next steps and need to reschedule their screening.
- Social distancing will apply with chairs in the waiting area, registration stations and biometric screening stations and will be placed 6 feet apart. We will require companies to provide us with a large enough space to ensure we can follow this guideline.
- To help manage social distancing and minimizing contact, we suggest companies designate entry and exit routes for participants in the health screening so that they do not overlap where possible.
- All AWAW staff will wear masks the entire length of the screening, including setup and tear down.
- If your company has a specific policy regarding masking (specifically employees wear a mask), we will follow your policy. If not, we will strongly recommend/prefer that a mask be worn and will have them available. No patient will be turned away from us providing care due to refusal of wearing a mask.
- AWAW staff will sanitize stations and equipment between patients. The sanitizer we use does have a 2 minute contact time thus we do require extra space to set up additional stations to keep the flow of the screening moving.
- We do ask that appointment times be respected and that employees arrive at their dedicated appointment time to reduce the number of participants in the screening space.



Ascension

We will continue to make updates to these guidelines based on CDC recommendations. If you have any questions feel free to reach out directly to your wellness contact at Ascension Wisconsin at Work.