

# 2015 Tenet Total Wellness Program Guidelines

## Our Philosophy

At Tenet, we believe that wellness is an active process of creating awareness and striving to make healthier choices daily. The Tenet Total Wellness Program is based on six dimensions of wellness: physical, emotional, environmental, social, financial, and learning. Our program encourages employees and their families to achieve a healthier lifestyle by providing information, encouragement, and financial incentives.



## Eligibility

The wellness program is offered at no cost to all Tenet employees and their spouses/domestic partners. However, to earn a Health Incentive, you must meet the following eligibility requirements.

### Health Incentive Eligibility

- **Employee:** Active, benefit-eligible employees (typically full-time and part-time 1 employees) are eligible to receive a Health Incentive. Eligibility must be maintained through the date of incentive pay-out.
- **Spouse:** To be eligible for the Health Incentive, you must be covered under a Tenet medical plan by an employee who meets the eligibility requirements outlined above.
- **Note for union members:** Union employees should refer to their collective bargaining agreement to see if they are eligible for the Health Incentive.

### Who's Not Eligible to Earn a Health Incentive?

You're *not* eligible to earn a Health Incentive if you are a:

- Member of a collective bargaining unit that has a collective bargaining agreement that specifically restricts Tenet Wellness Program incentive eligibility
- Part-time 2 employee
- Per-diem, temporary, student, intern, leased or contract employee
- Non-spouse dependents

## Your Privacy

We take your privacy very seriously. Tenet utilizes third party vendors to handle your Protected Health Information (PHI) and does not have access to your personal medical information. Rest assured that personal information collected by third parties for your Health Assessment and Biometric Screening is NOT disclosed to Tenet.

# Register for the Wellness Program on HealthyatTenet

To participate in the Tenet Wellness Program, you must first register at [HealthyatTenet.com](http://HealthyatTenet.com).

## Employee Registration

To register on [HealthyatTenet](http://HealthyatTenet.com) for the first time, you will need to:

1. Enter your employee ID number
2. Enter your date of birth
3. Create a unique username and password
4. Enter your preferred e-mail address to receive Wellness Program communications (default is your Tenet email address)
  - Remember which email address you provide as your preferred. If you later request help for a forgotten HealthyAtTenet username or password, the information will be sent to the address you indicated
5. Indicate whether you wish to share wellness participation information or not



**Where can I find my employee ID number?** Your employee ID number is shown on your paystub. Paystubs may be viewed online at eTenet. Go to the “My Site” tab at the top of the page. Under My Info > Employee Self Service, click the Employee Pay Stub link. Choose “View Paystub.” Click the date link for the most recent paystub. Go to the “Personal Information” tab. Your employee ID is listed below your name.

**Special information for new colleagues:** Your local Human Resources Representative will provide you with your Employee ID on your first day of employment. Please wait approximately one week from your date of hire to register on HealthyatTenet so that your new employee record can be uploaded in the database.

### Want to change your username, password, email? Forgot your login? Locked out?

- To change your username, password and/or email, go to HealthyatTenet’s “Profile” tab.
- If you forget your username or password, click the “forgot” link on the login page. An email will be sent to the address on file. Alternately, you also may access HealthyatTenet through eTenet.
- You will be locked out of HealthyatTenet if you enter the incorrect username and/or password five times in a row. There is no username/password reset. HealthyatTenet will automatically unlock blocked usernames and passwords at 2 a.m. and 2 p.m. each day.

## Tenet Spouse Registration

To register, your spouse will need to:

- Enter your (the employee’s) employee ID number
- Enter your (the employee’s) date of birth
- Create a unique username and password
- Enter an e-mail address for Wellness Program communications

## Special Information for Company Couples

If you and your spouse are both Tenet employees, participating in the Wellness Program, and covered by a Tenet medical insurance plan, it is important that you register on HealthyatTenet properly in order to receive the maximum Health Incentive for which you are eligible and in the appropriate pay-out form.

- If you are a company couple and are each enrolled for “employee only” coverage under a medical plan, be sure that you each enroll on HealthyatTenet as an “employee.”
- If you are a company couple and are enrolled for “employee + spouse” or “employee + family” coverage under a medical plan, be sure that the primary insurance carrier enrolls on HealthyatTenet as an “employee,” and the dependent spouse enrolls on HealthyatTenet as a “spouse.”

### Contact Information Accuracy Reminder:

If you or your spouse registers on HealthyatTenet with a non-Tenet email address, be sure to check regularly that the email address shown in your HealthyatTenet profile is up-to-date. HealthyatTenet communications are made via email. If you entered your cell phone number in the Profile section, you may also receive some announcements via text message. Update your cell phone number on file with HealthyatTenet by accessing the “Profile” tab.

## The 2015 Health Incentive

The 2015 Health Incentive component of the Tenet Total Wellness program runs from **January 1, 2015, to November 30, 2015.**

All incentive measures and/or related activities must be completed by November 30, 2015 to be eligible for a Health Incentive. **No adjustments or extensions are allowed.**

## Earning a Health Incentive

The Tenet Total Wellness Program helps you develop and maintain a healthy lifestyle by providing information, encouragement, and activity opportunities, in addition to providing a financial incentive to stay healthy or get healthier.

It’s easier than ever to earn an incentive in 2015! There are only two steps to complete to be eligible to earn two levels of Health Incentives.

### COMPLETE:

**Step 1:** Complete a quick and confidential “Compass” Health Assessment. Go to the MyWellness Center page on HealthyatTenet, scroll to the “Health Assessment” section and click the “GO” button.

**Step 2:** Complete a Biometric Screening to measure your blood pressure, LDL cholesterol, body mass index (BMI) and nicotine use. Go to the MyWellness Center page on HealthyatTenet, scroll to “Biometric Screening” section and click the “GO” button.

### EARN:

**Level 1 Health Incentive:** Just by completing the Health Assessment and Biometric Screening (regardless of results), you will earn a Level 1 Health Incentive of \$100.

**Level 2 Health Incentive:** If any or all of your biometric measures are within healthy ranges, you can earn a Level 2 Health Incentive. If any or all of your biometric measures fall outside of the healthy ranges, you can still earn a Level 2 Health Incentive by completing a Tenet-approved [health coaching](#) program, by [retesting to show improvement](#) during the year, or by securing a [medical exemption](#).

Health Incentive Level 1 and Level 2 Requirements			
Category	Requirements	Notes	
<b>LEVEL 1 Health Incentive: Activity Requirements</b>			
BOTH the Health Assessment and Biometric Screening are required to earn the Level 1 Health Incentive. After completing Level 1, you are eligible to earn the Level 2 Health Incentive.			
<b>"Compass" Health Assessment</b>	Must complete	Go to HealthyatTenet.com > My Wellness Center and click the Health Assessment "Go" button. This will take you to the RedBrick website. Click the "Compass Health Assessment" link under the "Get Started" tab or in the left navigation. Once completed, you will be offered an opportunity to begin online "Journeys" based on your Assessment results. Completing a Journey is not required; however, it is an engaging way to learn how to improve your health.	
<b>Biometric Screening</b>	Must complete	Go to HealthyatTenet.com > My Wellness Center and click the Biometric Screening "Go" button. This will take you to the Quest Diagnostics website where you can select a screening method and schedule your screening. To earn a Health Incentive, you must complete a Biometric Screening at an on-site screening event, physician visit, or Quest lab visit (all options must be managed through the HealthyatTenet procedure outlined above).	
<b>LEVEL 2 Health Incentive: Biometric Screening Results Requirements</b>			
Once you have completed Level 1, you can earn the Level 2 Health Incentive if your biometric measures are within healthy ranges. If your measures are out-of-range, please see the information in the far right column.			
<b>Blood Pressure</b>	Between 90/60 and 130/85	Both systolic and diastolic measures must equal or fall within the ranges identified.	See the "Coaching Alternative" and "Retesting and Improvement" information below for details on how to earn a Health Incentive if you have out-of-range measures. If your measures are out-of-range and your physician affirms that you are unable to participate in either the health coaching or retest alternative, you may still earn the Health Incentive using the "Physician's Incentive Exemption Form" (limit one per year) available on HealthyatTenet > "My Health Incentive" > "Physician's Incentive Exemption Form" link.
<b>Cholesterol (LDL)</b>	≤ 100 LDL	An LDL result between 101 and 130 can earn the cholesterol incentive if the HDL is 50 or greater.	
<b>Body Mass Index (BMI)</b>	≤ 24.9	A BMI between 25.0 and 27.0 can earn the BMI incentive if the waist circumference is 33" or less for women, 36" or less for men.	
<b>Nicotine Use</b>	Test negative	Only phone coaching may be used to satisfy the coaching requirement should this measure not be met.	

### Track Your Health Incentive Dollars

Track your Health Incentive dollars in the "My Health Incentive" section near the top of the MyWellness Center page on HealthyatTenet. The tracker will begin populating approximately 30 days after you have met the Level 1 requirements. The tracker will show the maximum amount that can be earned for 2016 distribution; however, your actual incentive earned will depend on the medical plan that you select for 2016.

## Biometric Screening Methods

In order for your biometric measures to count toward a Health Incentive, you must use one of the following three approved biometric screening methods:

1. Physician visit
2. Quest Diagnostics lab screening *(may not be available in all areas)*
3. On-site screening event at a Tenet worksite *(may not be available in all areas)*

To choose your biometric screening method, go to the MyWellness Center page on HealthatTenet. Then scroll to the Biometric Screening section and click “GO” to select your preferred screening method. For more detailed information on all three screenings methods, refer to the [Biometric Screening Overview](#).

## Checking Your Biometric Screening Results

Approximately 30 days after your biometric results are submitted, you can view your results on HealthatTenet by clicking “GO” button under the Biometric Screening section on the My Wellness Center page. You will be redirected to the Quest Diagnostics website where you can select “My Results.”

You can view your Health Incentive status on HealthatTenet by going to the My Wellness Center page, scrolling to the Biometric Screening section, and clicking the “Health Station” image. Your Health Incentive status will indicate only “in-range” or “out-of-range” results, not the actual measures.

## Biometric Screening Costs

Employees and their eligible spouses may obtain an initial Biometric Screening (or retest if desired) as part of their annual physical / preventive care. The screenings are generally covered at 100% (except for any costs related to non-preventive services). Preventive care is generally allowed only once per calendar year; you will be responsible for any costs outside of allowed preventive coverage. Testing for nicotine use is not generally included as part of an annual physical, ask your physician to verify whether you are a nicotine user on your screening form.

If your physician charges a fee for filling out the Biometric Screening results form during your annual physical, the fee will be covered by the Tenet medical plan. Fees associated with the screening cost itself are subject to your medical plan coverage.

Eligible employees and their covered spouses are eligible for one on-site Biometric Screening OR one Quest lab screening per year as part of the Wellness Program.

## Out-of-Range Measures: Alternatives for Earning a Health Incentive

If one or more of your biometric screening results fall outside the required healthy range, you can still earn a Level 2 Health Incentive by completing [telephonic health coaching](#), [retesting to show improvement](#), or getting a [medical exemption](#) from a physician.

### **Alternative 1: Telephonic Health Coaching**

If your biometric screening measures fall outside the healthy ranges, you can still earn a Level 2 Health Incentive by completing a telephonic personal health coaching program through the Tenet Personal Health Team (TPHT). You may schedule your phone coaching sessions through an online scheduler or by calling 877-263-3552. To schedule online, go to the My Wellness Center page on HealthatTenet, scroll to the “Free Coaching” section and click the “telephone coaching” link. A new window will open where you can select your coaching category and call time.

NOTE: At this time, only telephonic coaching counts as a alternative that you may use to earn a Health Incentive. Online Coaching Journeys do not qualify as an alternative at this time. This might change during the 2015 program year, so please visit the My Wellness Center page for updates.

Requirements for Earning a Health Incentive via Alternative 1: Health Coaching	
Biometric Screening Results	Telephone Coaching
<p><b>Failed:</b></p> <ul style="list-style-type: none"> <li>• Blood Pressure</li> </ul> <p>and/or</p> <ul style="list-style-type: none"> <li>• LDL Cholesterol</li> </ul> <p>and/or</p> <ul style="list-style-type: none"> <li>• BMI</li> </ul>	<p><b>Successfully complete a telephonic personal health coaching program of your choice.</b></p> <p>Successful completion of a telephonic coaching program <u>by November 30</u> in <i>any</i> topic area (excluding “Quit with a Coach”) will satisfy all failed biometric measures.</p> <p>In order to successfully complete a telephone phone coaching program you must schedule your <u>first call to occur no later than September 1</u>. When scheduling your first call please indicate which measure(s) you missed and want to improve.</p> <p>Phone coaching averages two to ten calls, based on your screening results.</p> <p><i>At this time, Online Coaching Journeys with RedBrick Health, DO NOT qualify as a health coaching alternative.</i></p>
<p><b>Failed:</b></p> <ul style="list-style-type: none"> <li>• Nicotine Use</li> </ul>	<p><b>Successfully complete a tobacco cessation telephonic personal health coaching program.</b></p> <p>If you failed the nicotine use measure, you must engage in and successfully complete the “Quit with a Coach” telephonic coaching program. <i>Online tobacco/nicotine-related “Journeys” DO NOT qualify as a health coaching alternative.</i></p> <p>In order to successfully complete this requirement you must schedule your <u>first call to occur by September 1</u>.</p> <p>If you also failed any of the other three biometric measures, you must successfully complete the “Quit With a Coach” program <u>before</u> beginning a second program to address other out-of-range measures. In order to have time to complete a second program, please plan to complete your <u>first “Quit With a Coach” call by June 1</u>.</p> <p>When scheduling your first call over the phone, please indicate you are calling to participate in the “Quit With a Coach” telephonic coaching program for tobacco.</p>
<p><i>IMPORTANT: Health coaching must be started and completed between January 1, 2015, and November 30, 2015, in order for it to apply toward the 2015 Health Incentive. Please note that you can participate in health coaching prior to completing your 2015 biometric screening; however, you must complete your “Compass” Health Assessment prior to engaging in health coaching.</i></p> <p><i>In order to successfully complete a telephonic personal health coaching program, your health coach will work with you to set goals and help you make progress on those goals. Once you have demonstrated an understanding of your out-of-range health metric(s), made significant progress on your goals, and demonstrated an understanding of when to seek additional medical support, your health coach will mark you as complete. It takes on average two to 10 calls to successfully complete a telephonic personal health coaching program.</i></p>	

For more information about the Health Coaching alternative, refer to the [Coaching Overview](#).

## Alternative 2: Retesting and Improvement

If one or more of your measures do not fall within the healthy range and you do not wish to participate in telephonic health coaching, you can still earn the Health Incentive by retesting after June 1, 2015, and achieving a healthy range or showing improvement over your initial screening results, as outlined below:

Requirements for Earning a Health Incentive via Alternative 2: Retesting	
Measures/Requirements	Retesting Improvement Requirement
<b>Blood Pressure:</b> Between 90/60 and 130/85 <sup>1</sup>	Retest blood pressure and achieve a reading between 90/60 and 130/85.
<b>LDL Cholesterol:</b> ≤ 100 <sup>2</sup>	Retest for LDL cholesterol and achieve a result: <ul style="list-style-type: none"> <li>of less than 100, or</li> <li>that shows a minimum 10% improvement over previous test results and total cholesterol under 240</li> </ul>
<b>Body Mass Index:</b> ≤ 24.9 <sup>3</sup>	Retest for BMI and achieve a result: <ul style="list-style-type: none"> <li>equal to or less than 24.9, or</li> <li>between 25.0 and 27.0 with a waist circumference 33" or less for women, 36" or less for men, or</li> <li>that shows a minimum improvement of 2.0 BMI points with a maximum BMI of 29.9</li> </ul>
<b>Nicotine Use</b> Test negative	Retest to show negative for nicotine use.

<sup>1</sup> Both systolic and diastolic measures must fall within the identified ranges.

<sup>2</sup> An LDL between 101 and 130 can earn the cholesterol incentive if the HDL is 50 or greater.

<sup>3</sup> A BMI between 25.0 and 27.0 can earn the BMI incentive if the waist circumference is ≤33" for women; ≤36" for men.

### Special Notes about Retesting:

- The retest period opens June 1, 2015. You will not be able to complete a retest screening prior to June 1.
- Employees and/or eligible spouses are limited to one retest per wellness year.
- If retesting is desired, all four categories must be measured and reported; all retested results will be considered final, whether improved or not. For example, if three of your four initial biometric measures fell within healthy ranges, but upon retesting, just two of four fell within healthy ranges, your Health Incentive will be based on the two healthy results only.
- Only the most recent submission of biometric screening measures will be used to determine the Health Incentive.

Retesting Methods and Cost to Employee	
If <u>first</u> Biometric Screening results were reported via:	Accepted Retest (if desired) Method(s)
<b>Annual physical*</b> (physician visit): No cost if provided as covered preventive care.	<ul style="list-style-type: none"> <li>• <b>Physician visit.*</b> Employee may be responsible for any cost if the annual preventive care allowance has already been utilized or if Physician does not bill the screening as preventive.</li> <li>• <b>On-site Biometric Screening event.</b> No cost to employee.</li> <li>• <b>Quest lab screening.*</b> No cost to employee.</li> </ul>
<b>On-site Biometric Screening event:</b> No cost to employee or eligible spouse	<ul style="list-style-type: none"> <li>• <b>Physician visit.*</b> No cost if screening is provided as part of the first calendar-year preventive care visit. Employee may be responsible for cost if the annual preventive care allowance has already been used or if Physician does not bill the screening as preventive.</li> </ul>
<b>Quest lab screening*:</b> No cost to employee or eligible spouse	<ul style="list-style-type: none"> <li>• <b>Physician visit.*</b> No cost if screening is provided as part of the first calendar-year preventive care visit. Employee may be responsible for cost if the annual preventive care allowance has already been used or if Physician does not bill the screening as preventive.</li> </ul>

\* All Biometric Screening results must be reported to our third-party vendor using the appropriate forms available only on HealthyatTenet.

NOTE: On-Site and Quest lab screenings may not be available in all areas.

For more information, see the [“Verification Requirements for Health Incentive”](#) chart below.

### Alternative 3: Medical Exemption

If one or more of your measures do not fall within the healthy range due to a pre-existing medical condition(s) and your doctor advises you not to participate in health coaching or retesting to show improvement, you may still earn the Health Incentive by submitting a physician-signed and submitted Incentive Exemption Form. Pregnancy would be an example of an acceptable use of medical exemption.

## Your 2015 Health Incentive Potential Is Based on Your 2016 Medical Plan Election

The Health Incentive you can earn is determined by meeting established measures (or completing alternative coaching or showing improvement) and the medical plan you elect for 2016.

Because Tenet believes that both the Health & Savings Plan and the Health & Reimbursement Plan encourage greater employee ownership and accountability regarding healthcare decisions, the company offers a higher Health Incentive opportunity to employees who elect one of these plans. The Health Incentive you earn in 2015 will be paid out in January 2016.

If you choose	You can earn a total Health Incentive
Health & Savings Plan for 2016	Up to \$800 for yourself and your spouse
Health & Reimbursement Plan for 2016	Up to \$800 for yourself and your spouse
Other Tenet medical plan for 2016	Up to \$440 for yourself and your spouse
Waive Tenet medical coverage for 2016	Up to \$260 for yourself



## Incentive Payment Timing and Methods

The Health Incentive you earn during the 2015 Wellness Year will be paid out in January 2016.

Incentive pay-outs are made in one of two ways as indicated below.

Tenet Medical Insurance Plan Elected in 2016	Medicare Status	Health Incentive Payment Method
Health & Savings Plan	Not enrolled	Your Health Incentive (employee and spouse) will be deposited into your tax-advantaged Health Savings Account (HSA). <sup>1</sup>
	Enrolled	Your Health Incentive (employee and spouse) will be paid in taxable cash via payroll check. <sup>2,3</sup>
Health & Reimbursement Plan	Not enrolled	Your Health Incentive (employee and spouse) will be deposited into your Health Reimbursement Account (HRA).
	Enrolled	
Other Tenet medical plan or waived medical coverage waived	Enrolled or not enrolled	Your Health Incentive (employee and spouse) will be paid in taxable cash via payroll check. <sup>2</sup>

*1 Your HSA must be opened through Fidelity prior to the deadline as noted in 2015 Annual Benefits Enrollment communications (typically January 31 of the benefit year). If the account is not opened by the deadline, your 2015 Health Incentive (along with any other company contributions, if applicable) will be forfeited.*

*2 Taxed at the standard Federal rate of 25%. State and local taxes may also apply.*

*3 By Federal regulation, Medicare-enrolled Health & Savings Plan participants are not allowed to open a new HSA or receive HSA contributions. See the HSA/Medicare FAQs at HealthyatTenet > "My Benefits Center" > Spending/Savings Accounts.*

## Requirements for Incentive Pay-Out

**Employment status.** In order to receive your Health Incentive, you must be an active, benefit-eligible employee (typically full-time or part-time 1) throughout the year and at the time of Health Incentive pay-out. Employees terminated, either voluntarily or involuntarily, prior to the pay-out date, will not receive a Health Incentive. Union employees should refer to their collective bargaining agreement to confirm eligibility and health incentive amount.

**Company couples.** In order to receive the proper incentive amount, and the proper payment method, company couples must be properly registered on HealthyatTenet. See the "[Special Information for Company Couples](#)" section.

## 2015 Health Incentive Structure & Requirements

(Health Incentive earned in 2015 is paid in 2016)

Category	Healthy range required to earn a Health Incentive	Alternatives if biometric screening results are outside the healthy range	Health & Savings Plan OR Health & Reimbursement Plan		Other Medical Plan		Waived Medical Coverage	
			Deposited in HSA <sup>4</sup> or HRA		Paid in taxable cash <sup>5</sup>			
			Employee	Spouse <sup>6</sup>	Emp	Spouse <sup>6</sup>	Emp	Spouse <sup>6</sup>
<b>LEVEL 1 Health Incentive: Activity Requirements</b>								
Health Assessment	Must complete	None	\$100	\$100	\$100	\$100	\$100	NA
Biometric Screening	Must complete	None						
<b>LEVEL 2 Health Incentive: Biometric Screening Results Requirements</b>								
Blood Pressure	Between 90/60 and 130/85 <sup>1</sup>	<ul style="list-style-type: none"> <li>Participate in telephone coaching program(s)*</li> <li>Retest and show required improvement*</li> <li>Have your doctor submit an Incentive Exemption Form*</li> <li>Do nothing and forfeit Health Incentive(s)</li> </ul>	\$75	\$75	\$40	\$20	\$40	\$0
Cholesterol (LDL)	≤ 100 LDL <sup>2</sup>		\$75	\$75	\$40	\$20	\$40	\$0
Body Mass Index (BMI)	≤ 24.9 <sup>3</sup>		\$75	\$75	\$40	\$20	\$40	\$0
Nicotine Use	Test negative		\$75	\$75	\$40	\$20	\$40	\$0

Both the Health Assessment AND Biometric Screening must be completed to earn a Level 1 Health Incentive. The Level 1 Incentive must be earned in order to qualify for a Level 2 Incentive. The 2015 Health Incentive amount is based on the medical plan elected for 2016.

\* See details and requirements on next page

1 Both systolic and diastolic measures must equal or fall within the identified range.

2 LDL between 101 and 130 can earn the cholesterol incentive if the HDL cholesterol measure is 50 or greater. If you are not fasting, your incentive will be based on a total cholesterol measurement of ≤200.

3 A BMI between 25.0 and 27.0 can earn the BMI incentive if the waist circumference is 33 inches or less for women, 36 inches or less for men.

4 If enrolled in Health & Savings Plan AND enrolled in Medicare, the incentive will be paid in taxable cash via payroll.

5 Taxed at the standard Federal rate of 25%. State and local taxes may also apply.

6 Only spouses covered under a Tenet medical plan are eligible to receive a health incentive.

## Verification Requirements for Health Incentive

Verification of Biometric Screening measures is required in order to receive a Health Incentive.

<b>Activity</b> <i>(Completed between 1/1/15 and 11/30/15)</i>		<b>Verification requirement(s)</b>	<b>Confirmed within</b>
Online <b>“Compass” Health Assessment</b>		Make sure that you complete the entire Health Assessment and click “See My Report!” at the end of the assessment.	48 hours
<b>Biometric Screening</b>	Performed / ordered as part of an annual physical	Doctor signs and faxes the completed “Physician Results Form” to Quest Diagnostics, the confidential, third-party vendor indicated on the form.	30 days of receipt of accurately completed documents
	OR Performed at a Tenet-sponsored on-site event by third-party vendor	Quest Diagnostics vendor collects and reports data.	30 days from event
	OR Performed at Quest Lab using the HealthyatTenet Lab Requisition Form	Participant downloads the HealthyatTenet Lab Form and gives to a Quest lab at the time of their screening. Quest Diagnostics collects and reports data.	30 days of receipt of all documents
<b>Health Coaching</b> Currently, only telephone coaching qualifies as an alternative if one or more biometric measures do not meet the healthy range requirements.		<u>Telephone Coaching</u> : Complete a telephonic personal health coaching program by scheduling with the Tenet Personal Health Team (TPHT) at 877-263-3552 or by utilizing the online scheduler under the “Free Coaching” section on the MyWellness Center tab on HealthyatTenet.	30 days after completion
<b>Retesting</b> to show improvement or get into healthy range		Get retested through one of the methods outlined in the <a href="#">Retesting Methods</a> chart. Retest results must show measures within a healthy range or show required improvement. Follow result submission requirements as noted above.	30 days of receipt of all documents
<b>Medical Exemption</b> for those who are unable to meet or show improvement in biometric measures or participate in health coaching due to a current medical condition or status (i.e. pregnancy)		Physician must complete and submit the “Incentive Exemption Form” via mail to Quest Diagnostics, the confidential, third-party vendor indicated on the form.	30 days of receipt of all documents

## My Wellness Activities

In addition to the Health Incentive, the 2015 Tenet Total Wellness program includes *Seminars* and *Challenges* that encourage a healthy lifestyle and cover a broad range of wellness topics: physical, emotional, environmental, social, financial and learning. Each month's activity focuses on a different topic.



When you complete wellness activities, you will:

- Get entered into monthly Wellness Drawings for exciting prizes. (Drawing is open to employees only.)
- Earn wellness flags and move your avatar up “Peak Wellness”

**Email announcements and reminders.** All HealthyatTenet registrants will receive email announcements and reminders concerning wellness activities.

*NOTE: Participation in wellness activities (seminars and challenges) does not count towards earning a Health Incentive.*

### Wellness Activity Prize Drawings

By participating in wellness activities within specified deadlines, employees will be entered automatically into the Wellness Drawings. Exciting prizes will be awarded throughout the year.

Drawing winners will be notified via email. Prizes will generally be delivered by the facility Wellness Champion or HR Representative. Winners' names will be posted on HealthyatTenet > My Wellness Center. Scroll to “Make Healthy Fun!” and click “See the Winners List!”

The value of the prizes will be reported as taxable income and the appropriate taxes will be deducted from the winning employees' payroll checks. Because taxes cannot be withheld from non-employees, spouses are not eligible for the Wellness Drawings.

### “Peak Wellness” Progress

By participating in wellness activities, you will automatically be awarded progress flags on “Peak Wellness” and your wellness avatar will climb the mountain relative to the flags. Although movement up “Peak Wellness” is not necessarily linked to your Health Incentive status, it does show that you are engaged and working to improve your overall well-being.

### Challenges

#### Tenet-Wide Challenges

Tenet-wide challenges will occur throughout the year. For challenge information, please visit the My Wellness Center tab on HealthyatTenet and scroll to the bottom of the page. Under “Wellness Challenges,” click the challenge name link to view information; click the “Track It!” link to begin tracking your participation.

**Participation deadlines.** To complete Tenet-wide challenges, participants must use the online tracker to log their participation. Participants have one week after the close of the challenge to log their participation. Challenge completion status will be applied 24 hours after the challenge goal has been met.

If you complete a Tenet-wide challenge within the deadline period, you will earn a flag and move your avatar up “Peak Wellness.”

## Facility Challenges

Facility challenges may be issued throughout the year by your facility's Wellness Champions. The challenges may vary in duration and activity.

**Participation deadlines.** To complete facility-issued challenges, participants must use the online tracker to log their participation. Participants have one week after the close of a facility challenge to log their participation. Challenge completion status will be applied 24 hours after the challenge goal has been met.

Facility challenges are not eligible for "Peak Wellness" flags.

## Custom Challenges

Create your own activity that suits your wellness goals and lifestyle. You can select from a menu of suggested challenges or you can create your own activity.

To choose from a list of suggested custom challenges: Go to the My Wellness Center tab on HealthyatTenet, scroll to the bottom and click the "Create Your Own Custom Challenge" link. From the activity category drop-down menu, select a category of wellness. Then select a challenge from the activity name drop-down menu.

To create a completely customized challenge, select an activity category and choose custom type from the activity name drop-down menu. Submit a detailed description of the proposed custom challenge for approval. To complete the activity, participation must be logged no later than one week after the challenge close date.

**All custom challenges are approved at the sole discretion of the HealthyatTenet team.** It is important to be very specific when submitting the details of your desired challenge. Example of poorly-conceived custom challenge: *"Eat fewer cookies for a couple of months."* Example of good custom challenge proposal: *"Reduce my cookie consumption from two cookies per day to two cookies per week for 8 weeks. Eat no additional sugars other than two cookies per week and eat fresh, whole fruit instead of other desserts."*

Custom challenges are not eligible for "Peak Wellness" flags.

## Seminars

Seminars about various wellness topics are posted throughout the year. The seminars cover topics from each of the six dimensions of wellness: physical, emotional, social, environmental, financial, and learning.

To view a seminar, please visit the My Wellness Center tab on HealthyatTenet and scroll to the bottom of the page. Under "Wellness Seminars," click the "Watch It!" link.

**Participation deadlines.** You may view seminars at any time during the year.

As long as you watch the seminar in its entirety, you will earn a flag and move your avatar up "Peak Wellness." Completion status will be applied within 24 hours after the seminar has been viewed.

## Questions, More Information

If you need assistance with your HealthyatTenet registration, username, or password, please see the help links on the HealthyatTenet home page.

If you have a question about your Health Incentive or Wellness Activities, or to report error messages and/or broken links, go to the "Contact Us" tab at the top right of the HealthyatTenet website to submit a ticket. The HealthyatTenet Help Desk is open from 8:30 a.m. - 5:30 p.m. Central Time, Monday through Friday. Requests for help will be responded to within one to two business days via email.

**For more information,** please refer to these documents:

- [FAQs](#)
- [Biometric Screening Overview](#)
- [Coaching Overview](#)