Live Well for Life

Biometric Instructions, FAQ's & Biometric Verification Form

Sutter Total Rewards

Participant Instructions

✓ Take a Biometric Verification Form (BVF) with you to a provider appointment. You do not need this form for a Quest Diagnostics appointment.

Section 1: Personal Information

- Print the BVF provided on the last page of these instructions or download from your wellness portal.
- Fill out the participant information in Section 1 completely and legibly. For spouses or domestic partners: your own name goes in the "Participant Name" section.
- Enter your employee ID (8-digit Lawson number) in the "Employee ID" section. Enter this same number on paperwork for spouses or domestic partners.

Section 2: Vitals and Labs

- If you are having new labwork done, make sure you fast (consume no food or drink except water) for at least 9 hours before your screening. If you haven't fasted, have your provider notate on the form that the glucose is a nonfasting test.
- Even if you attach My Health Online vitals and labs, you must write your biometric results by hand in Section 2. Incomplete forms will not be processed.
- If you are pregnant or breast-feeding, initial the "Medical Waiver" box, and have your provider complete the "Provider Stamp or Signature" box. You must still complete the online health assessment.
- Be sure your provider stamps (or signs) and dates the "Provider Stamp or Signature" box and returns the form to you.

Section 3: Confirmation and Signature

- Complete this section and fax or upload your form to the wellness portal. *Incomplete or illegible forms will not be processed.*
- You are responsible for maintaining a copy of the form and fax transmittal receipt.
- You, the participant are responsible for submitting the BVF form (not your provider).



What biometric data does Live Well for Life require?

You must submit your height, weight, blood pressure, total cholesterol, LDL, HDL, triglycerides and fasting glucose numbers.

Why do I need to provide this health information?

The purpose of the biometric screening is to help you know important numbers related to your health. A biometric number tells you whether you're in a healthy range or at risk for a particular chronic disease. Then you can decide to take any necessary steps to be as healthy as possible. We keep your numbers confidential.

Do I need to submit biometrics this year?

It depends. If your biometrics currently in the portal are dated on or after Jan. 1, 2020, they will roll over to your new health assessment on Oct. 18, and you do not need to submit new biometric data. If your biometrics pre-date Jan. 1, 2020, you must submit new biometrics this year.

You have several options to obtain and submit recent biometrics before the Nov. 5 deadline. Read your Registration Guide for details. After Oct. 18, follow the steps below to confirm we received your biometrics.

How do I submit my form?

You have two options:

- Log on to <u>sutterhealth.org/live-well-for-life</u>.
 Under Submit Biometric Form by Nov. 5 click "Upload completed form." Choose your file and then click "Upload."
- Securely fax to 916-244-0952.

How can I verify that I met my health assessment and biometrics requirements?

You will receive an auto-generated email from Live Well for Life once your requirements are complete in the wellness portal.

You can also check your portal for confirmation. Go to *sutterhealth.org/live-well-for-life*. From inside the Sutter Health network, click on "Sutter Health Single Sign On." From outside the Sutter Health network, click on "Outside Network Sign On." Under Program Requirements you should see "Congratulations! You have met all of your program requirements." Click "More" and make sure you have a green check mark under Status for Complete Health Assessment and for each biometric measure. It is your responsibility to ensure that all program requirements have been met by the deadline.

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	'unite	
Title	Status	
Complete Health Assessment	×	
Height	*	
Weight	*	
Blood Pressure	~	
Total Cholesterol	×	
LDL Cholesterol	~	
HDL Cholesterol	*	
Triglycerides	~	
Glucose	~	

How do I know you received my biometric information?

Once you've completed your online health assessment, your biometrics will upload. If your assessment is complete, vitals and labs will upload within seven days after Live Well for Life receives your completed BVF or your securely transmitted results from Quest. You may view your biometrics after Nov. 5 and do not need to submit them via fax or mail. You can also check the wellness portal to confirm.

How do I prove I sent in my biometric form?

Keep a copy of your form and fax transmittal receipt in case there is a transmission error. See question above to ensure that your information has been entered into the system. Do not fax your form more than once.

Does my spouse need a different employee ID on this form?

No. Use the Sutter Health employee's ID and simply check the spouse or domestic partner box. But make sure the name on that form is that of the spouse or domestic partner.

Do I need to fill in the boxes in Section 2 if I attach vitals and labs from My Health Online?

Yes, fill in your vital and lab results on the form to confirm that you completed your biometric screening, then attach only the pages with the required vitals and labs. We cannot process incomplete forms. See "How to Print Results from My Health Online" below.

What if I'm missing a piece of information from My Health Online?

Make an appointment with your health care provider to complete the missing biometric number. Submit all required information together. We cannot process your form if information is missing.

What do I do with my additional health information that prints from My Health Online?

Only submit pages with required information. Blackout any data that is not listed in Section 2 of the Biometric Verification Form. Do not send unnecessary pages.

How far back will you accept biometrics?

You can submit biometric results dated on or after Jan. 1, 2020.

Does my provider need to sign or stamp the form?

It depends. If you go to your health care provider, your provider needs to complete Section 2 and sign or stamp your form. If you attach results from My Health Online, the provider signature or stamp is not required. If you have a medical waiver, your provider must sign or stamp to verify.

Can my provider submit my form?

No. You are responsible for submitting your completed form and keeping the fax confirmation as proof of submission.

What if I'm pregnant or breast-feeding?

You are not required to complete biometrics. Complete Section 1. In Section 2, initial the "Medical Waiver" box and have your provider complete the "Provider Stamp or Signature" box. Complete Section 3, including your signature and date, and submit the form as directed.

What happens if I'm not fasting for my blood work?

To get the most accurate results, we recommend that you do not eat or drink anything but water for at least 9 hours before your screening. If that is not an option, make sure your provider indicates on the form that the glucose test has a non-fasting result.

How can I confirm that I completed the form correctly?

Use the checklist in Section 3 of the BVF to confirm that you correctly complete the biometric requirement.

Why are you asking if I completed my health assessment on the checklist?

We can only enter new biometrics after you've completed your online health assessment. Starting Oct. 18, 2020, go to <u>sutterhealth.org/live-well-for-life</u>, and complete your assessment by Nov. 5, 2021. If you are new to our program this year, you must click on "Register" and complete the registration process before accessing your health assessment.

What do my biometric numbers mean? Am I healthy?

Your biometric numbers indicate your health and disease risk. For more information on what these numbers mean, review your health assessment report in your Live Well for Life wellness portal. Or you can make an appointment with your health care provider to talk about your biometric screening results.

What is the deadline to submit my biometric results?

Completed forms must be received by 9:00 p.m. Nov. 5, 2021. We cannot process forms submitted after that.

How to Print Results from My Health Online

- 1. Log in to My Health Online: mho.sutterhealth.org.
- To print vitals (height, weight, blood pressure): Under Health Record, select "Graph Vital Signs." Click "Vital Signs
 – All Values (weight, height, pulse, etc.)" Make sure you have values listed for systolic BP, diastolic BP, weight and
 height.* Print the Vitals All Values page and attach to your BVF.
- 3. To print lab results (blood work): Under Health Record, click on "Test Results" to view results from previous blood draws.* Make sure you have values for all required labs (see question 1). Print the Test Results pages and attach to BVF. It is fine to black out or remove any pages with information that isn't required by Live Well for Life.

*Look for the date of each biometric value required, and make sure it's on or after Jan. 1, 2020.

Live Well for Life BIOMETRIC VERIFICATION FORM



Fax to 916-244-0952 or directly upload to your wellness portal at sutterhealth.org/live-well-for-life • Due Nov. 5, 2021

SECTION 1: PERSONAL INFORMATION (Please print clearly – All information required to earn wellness incentive)

Participant Name (Please Print):			
Employee ID: Date o	f Birth: Phone Number:		
I am the Spouse/Domestic Partner: Yes	No		
SECTION 2: VITALS AND LABS (Must be dated on/after Jan. 1, 2020 and be entered below to earn incentive)			
Date of ScreeningHeightftinWeightIbs	Medical Waiver (<i>Please Initial</i>) I have a medical condition that precludes me from the biometric screening requirement. (For example, you are currently pregnant or breast-feeding.) Please have your provider sign (or stamp) and date below, then complete Section 3 of this form.		
Blood Pressure / mmHg Total Cholesterol mg/dL	Provider Stamp or Signature (not required if attaching vitals/labs from My Health Online):		
HDL mg/dL			
LDL mg/dL			
Triglycerides mg/dL	Provider Name (Please Print):		
Fasting Glucose mg/dL	Date: Phone Number:		

SECTION 3: CONFIRMATION AND SIGNATURE (Check the boxes to confirm that you completed all requirements)

Participant Signature: Date:	must be submitted to receive incentive.
	All information
I will enroll in a SutterSelect medical plan between Oct. 18 and Nov. 5, 2021	not be processed.
Health Assessment is complete: Log in at sutterhealth.org/live-well-for-life	illegible forms will
I will keep a copy of fax receipt, as confirmation, for my records	Incomplete or
Section 3 is signed and dated	
Section 2 is complete and either my provider signed/stamped form or I attached vitals/labs t My Health Online	from
Section 1 is complete	

Sutter Health protects the confidentiality and security of all health information it receives. SSM-21-If you have any questions about this form, contact the Sutter Health Employee Line at 916-297-8300 or 855-398-1631.