

# *2016 Online Scheduler*

## How to: Schedule Your Onsite Screening



# 2016 Partnership Promise: Biometric Screenings

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## Who Needs to Complete the Biometric Screening?

**All employees and covered spouses enrolled in the 2016 Partnership PPO or the Wellness HealthSavings CDHP.**

- All employees and covered spouses must complete their biometric screening **by July 15, 2016.**

**All 2016 New Hires/Newly Covered Members who enroll in Partnership PPO or the Wellness HealthSavings CDHP.**

- All new hires/newly covered members (including newly covered spouses) must complete their biometric screening **within 120 days of their insurance coverage effective date.**

## How to Complete the Biometric Screening\*:

**There are two options for completing your biometric health screening:**

1. **At an Onsite Screening**, or
2. **At your Health Care Provider's Office** (Members may use screening results from a doctor's visit between July 16, 2015 and July 15, 2016.)

**\*NOTE: You only have to complete ONE option.**

# **How to: Schedule Your Onsite Screening**

# Step 1: Access the Screening Site Link

**PARTNERS FOR HEALTH**  
State of Tennessee Group Insurance Program

Home | Health Options ▾ | Other Benefits ▾ | Enrollment ▾ | Premiums ▾ | Q&A and Definitions ▾ | Wellness ▾ | Contact Us

**MY WELLNESS LOGIN**

**What's New?**  
**Annual Enrollment Period has Ended.**  
The enrollment period for 2016 benefits has ended. The options you selected will

**Quick Links**  
Everyone enrolled in the Partnership PPO or Wellness HealthSavings CDHP must take action in 2016!  
[Read more »](#)  
• [Complete Your Biometric Screening](#)  
• [Complete Your Well-Being Assessment](#)

**Partnership Promise**

**What's New?**  
**Annual Enrollment Period has Ended.**  
The enrollment period for 2016 benefits has ended. The options you selected will

**Benefits Expert**  
ALEX, your personal online ParTners for Health benefits expert can help you choose which insurance option may work best for you.  
[ALEX for State and Higher Education Employees](#)  
[ALEX for Local Education and Local Government Employees](#)

**If you answer yes to the following questions, the HealthSavings CDHP may be for you:**  
• Are you looking for coverage for unexpected illnesses and accidents at a lower monthly premium?  
• Are you willing to pay for routine medical services up front in exchange for a lower premium?  
• Do you have income/savings high enough to cover routine medical care (up to the deductible)?  
• Do you want to use the HSA as a pre-tax savings vehicle for future medical costs, especially during retirement?  
ALEX®, your personal online ParTners for Health benefits expert can help you choose which insurance option may work best for you.  
[ALEX — State and Higher Education Employees](#)  
[ALEX — Local Education and Local Government Employees](#)

Go to the Quick Links box on [www.PartnersForHealthTN.gov](http://www.PartnersForHealthTN.gov) and click on the 'Complete Your Biometric Screening' link.

# Step 2: Register on the Site

This is the OHD Biometric Screening Website.

First, you will be required to register at the bottom of the page.

**2016 Biometric Health Screenings**  
Required for Employees and Spouses enrolled in the 2016 Partnership PPO or the Wellness HealthSavings CDHP and new hires/newly covered members of either plan.

Sign up below to register for an Onsite Screening or to download a Physician Screening Form

[Sign Up Now](#)

**2016 Biometric Screenings:**

Sign up for an onsite screening or download a Physician Screening Form. All members in the Partnership PPO or the Wellness HealthSaving CDHP (EMPLOYEES AND COVERED SPOUSES) must complete a biometric screening by July 15, 2016.

2016 new hires/newly covered members have 120 days from their insurance coverage effective date to complete their biometric screening.

Sign up to register for an Onsite Screening or to download a Physician Screening Form.

Member ID

Email

**Birthday**  
n d /yy

**Gender**  
 Male  Female

**Which are you?**  Employee  Spouse/Domestic Partner

Waist circumference: not required to register but is required on your completed form if not provided here

[Save & Continue](#)

**Looking for Help?**  
1-888-741-3380  
Choose Option 1 to speak to a Customer Service Representative

# Step 2: Register on the Site

Enter the following information on the website:  
**Your Member ID,**  
**Email Address** (optional), **Date of Birth**, **Gender**, **Relationship**  
(employee or spouse), and **Waist Circumference** (optional).

Sign up to register for an Onsite Screening or to download a Physician Screening Form.

**Birthday**

**Gender**

Male  Female

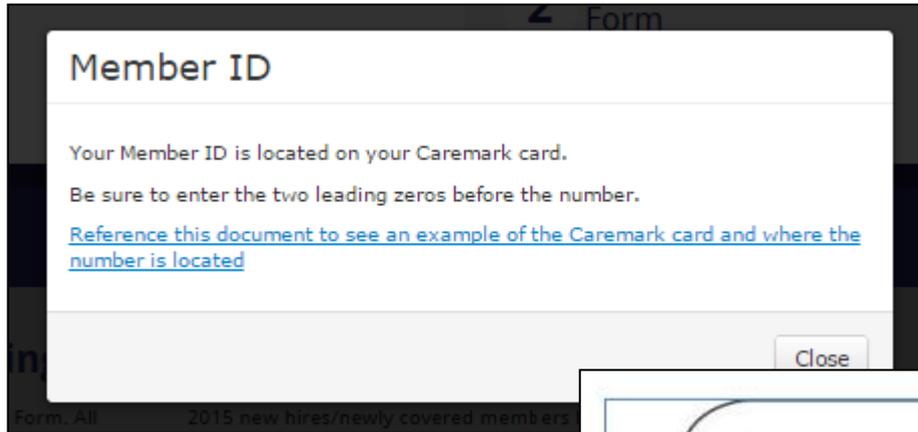
**Which are you?**  Employee  Spouse/Domestic Partner

Waist circumference: not required to register but is required on

Note: Member ID can be found on your Caremark card.

Once you've filled out the form fields, click the "Save and Continue" button to continue.

# Step 2: Edison/Member ID Example



Your member ID is located on your Caremark Card.

**NOTE:** Spouses do not have to include an “S” to their member ID.



# Step 3: Select the Onsite Screening Option

## Sign up for a Screening

Choose only ONE option below



### Physician Screening

Screening results accepted from a doctor's visit between July 16, 2015, and July 15, 2016. New hire/newly covered members may use screening results from a doctor's visit within the past 12 months.

Download Your Form Now



### Onsite Screening

Worksite screenings are taking place across the State. Register for yours today.

Choose Screening

Click the "Onsite Screening" button, to choose the Onsite Screening option.

#### 1. Screening Option Tips:

Print form. Measure your waist circumference at the navel and record the measurement on the form.

Select a screening location, time and date.

Don't forget to fast for 9 hours before your doctor's appt. Make Doctor's Appt.

Don't forget to fast for 9 hours before your screening appt time.

Take the form to your appt.

Arrive to your screening appointment time 15 minutes early.

Tell your doctor that all form fields must be completed. Incomplete forms will not be processed.

Review results with onsite health care professionals.

Attend Doctor's Appt.

Onsite Screening results will be sent to Healthways.

You or your doctor must fax the completed form to 1.972.823.0684. You can also upload the form on this site.

Note: Onsite Screening tips are listed here.

# Step 4: Find an Onsite Screening Location

Choose a Location

Refine Location Search 37355

Choose A Date & Time

Map Legend

- 📍 = 1 screening location
- 5 = cluster of screening locations

Grundy County High School  
24970 TN-108 - Upper Gym, Coalmont, TN,

UT Space Institute  
411 B. H. Goethert Parkway - Room H-111,

Motlow State Community College  
6015 Ledford Mill Rd - Marcum Technology

Tennessee Correction Academy  
1314 South Jackson St., Tullahoma, TN,

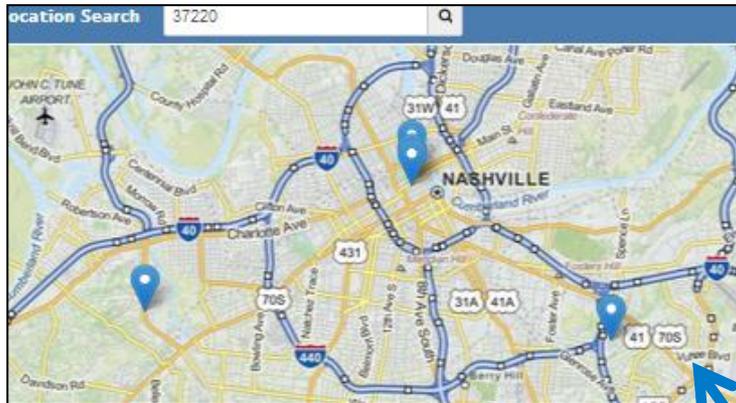
Coffee County (Admin. Plaza)-st  
1329 McArthur St., Manchester, TN, 37335

Page 1 of 2

Enter your zip code to find a screening location near you.

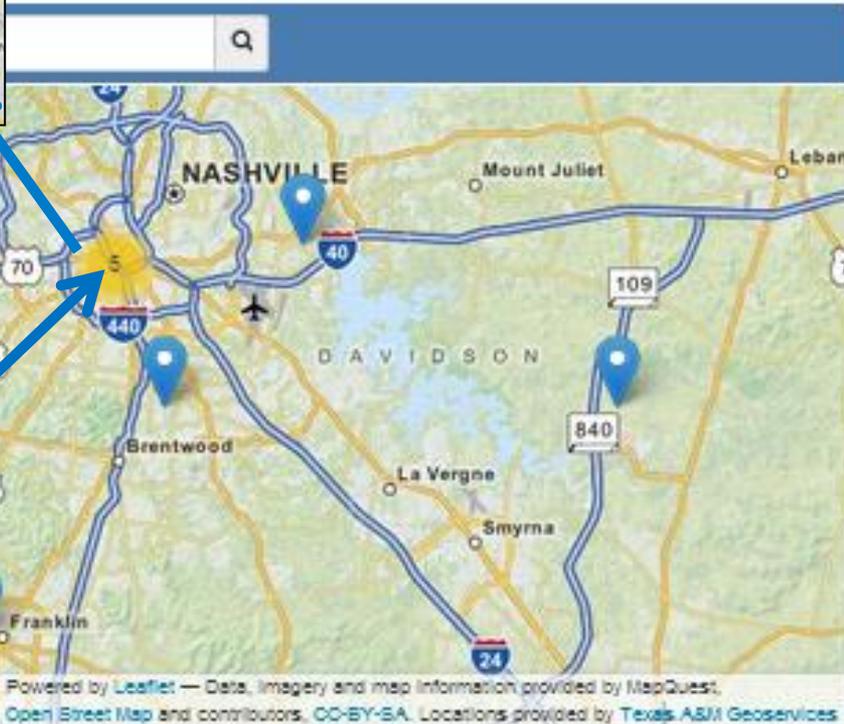
Next, choose your onsite screening location from the list of sites.

# Onsite Screening Locations Map



Dear You:

Use the function below to adjust the map as needed.



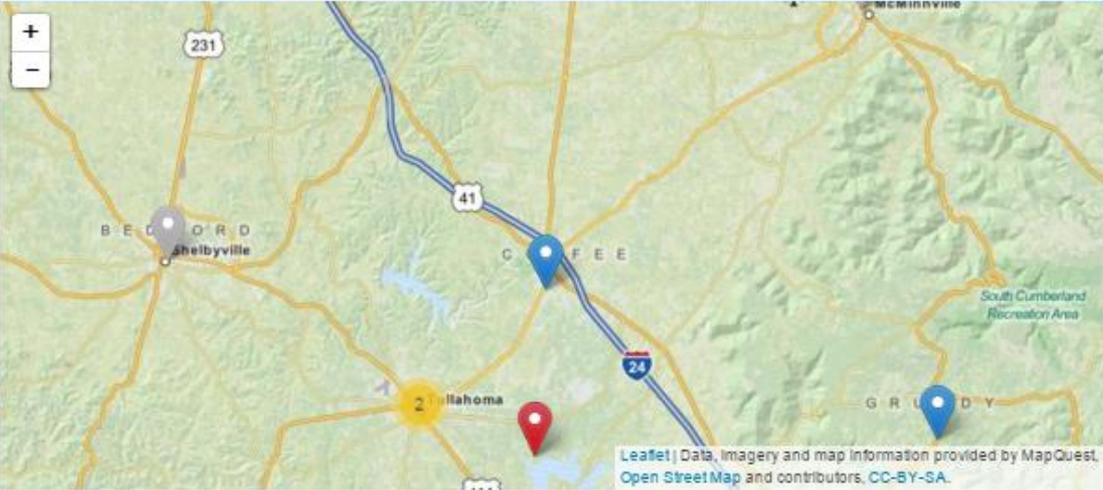
A yellow circle indicates a cluster of screening locations close to each other.

You can click on the yellow circle to zoom in on a cluster of screening locations.

# Step 5: Select Your Screening Day & Time

Choose a Location

Refine Location Search 37355



Grundy County High School  
24970 TN-108 - Upper Gym, Coalmont, TN,

UT Space Institute  
411 B. H. Goethert Parkway - Room H-111,

Motlow State Community College  
6015 Ledford Mill Rd - Marcum Technology

Tennessee Correction Academy  
1314 South Jackson St., Tullahoma, TN,

Coffee  
1329 McArt

Choose A Date & Time

UT Space Institute  
Apr 19, 2016  
411 B. H. Goethert Parkway - Room H-111, Tullahoma, TN, 37388

Apr 19, 2016

7:00 am 7:15 am 7:30 am 7:45 am 8:00 am 8:15 am

more times

You selected: Apr 19, 2016 at 7:00 am

Schedule

Choose your preferred screening location.

Next, select the date and time that works for you and choose Schedule.

# Step 6: Confirm Your Screening Appointment

**Screening Type:** Onsite Screening  
**Date/Time:** Apr 19, 2016 7:00 AM (CDT)  
**Company/Site:** UT SPACE INSTITUTE: 411 B. H. GOETHERT PARKWAY - ROOM H-111, TULLAHOMA, TN 37388, USA

 Print this page

[Reschedule My Appointment](#)

## Preparation

Add Appt. to Your Calendar

Step  
1

 [Click to download calendar reminder here](#)

Remember to Fast

\*

\*Remember to fast at least 9 hours prior to your appointment. Drink plenty of water the morning of your screening.

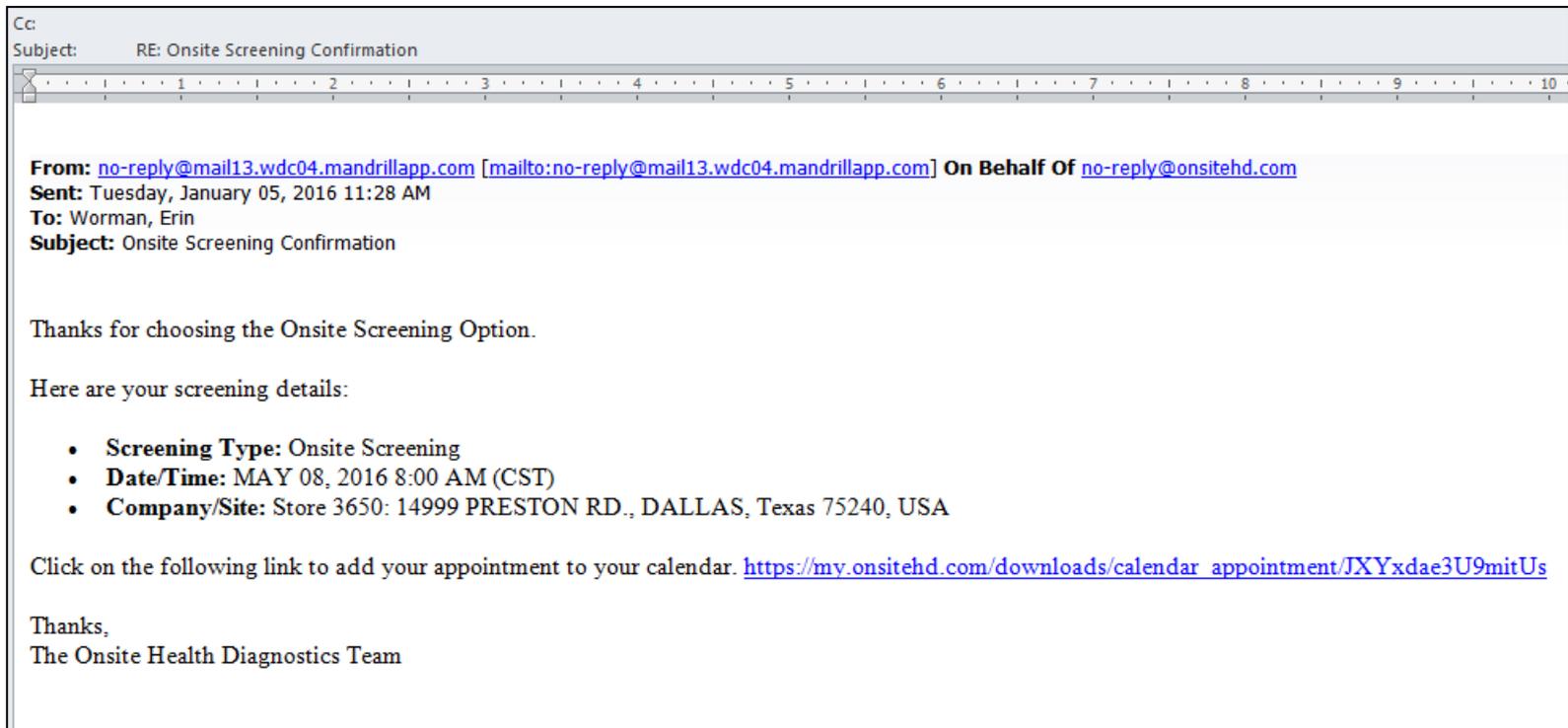
Review your scheduled onsite screening date, time and location.

Note: You have the option to add your screening appointment to your calendar by clicking on the blue button.

# Confirmation Email

If you entered an email address during registration, you will receive an email confirming your onsite screening appointment (date, time and location).

Note: You can add your screening appt. to your calendar by clicking the link in the email.



# Onsite Screening - Registration Complete

A “Scheduled” banner and “Selected” message confirms you chose the Onsite Screening option.

**Sign up for a Screening**  
Choose only One option below

**Physician Screening**  
Screening results accepted from a doctor's visit between July 16, 2015, and July 15, 2016. New hire/newly covered members may use screening results from a doctor's visit within the past 12 months.  
[Change to This Option](#)

**Onsite Screening** *Scheduled*  
Worksite screenings are taking place across the State. Register for yours today.  
[Cancel](#) | [Reschedule](#)

Note: If you want to download and complete a Physician Screening Form instead, you can click the “Change to This Option” button.

Note: If you want to cancel or reschedule your Onsite Screening, you can click “Cancel” or “Reschedule.”

# Notes & Reminders: OHD Screening Website

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- During registration, covered spouses do NOT have to add an 'S' to their Member ID.
- Email address must be unique to each individual (i.e., an employee and their covered spouse cannot use the same email address).
- You can register/login to the site multiple times.
- You can change your screening option, reschedule/cancel your onsite screening appointment or download and re-print your Physician Screening Form (PSF) at any time by registering on the site again.
- You only have to complete ONE screening option. Download the PSF to take to your doctor OR schedule and attend an onsite screening.