



COMPLETING WELLNESS STEPS AS A KAISER PARTICIPANT



#### Review Completed Tests

Log in to Kaiser website or app to review previous Test Results and Past Visits for Biometric Screening.

Finish Incomplete Tests

Complete missing tests or labs at a Kaiser Facility.

B Upload Results Log in to your Participant Account on ufcwtrust.com, to upload your Bio23 form or screenshots.

Wellness Approval

Wait 7-10 days for Wellness Approval in your Participant Account.

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22 Bio23 Form

## COMPLETE YOUR CONTACT INFO



Complete your personal contact information on the Bio23 Form (see page 22). or submit proof of completion via print screens from your Kaiser portal (www.kp.org).

## DETERMINE WHAT YOU NEED TO DO:



You are required to verify you've completed the Biometric Screenings listed on the Bio23 Form. You may already have done most or all of them.

To determine if anything is missing, check online at KP.org by following these instructions, or by calling your doctor's office or a Kaiser representative at 1-866-454-8855.

## BIOMETRICS

\*\*Screening Disclaimer: The following tests are required for your Biometrics. <u>Only the following tests, based upon</u> <u>Kaiser Permanente Clinical Guidelines will be accepted for</u> <u>your biometric screening</u>:

SCREENING Type	FASTING REQUIREMENT	MUST BE TAKEN Between
Blood Pressure	None	September 1, 2020, through November 18, 2022
Body Mass Index (BMI) (Weight and Height)	None	September 1, 2020, through November 18, 2022
Total Cholestrol (Lipid Panel)	Fasting or Non-Fasting	September 1, 2017, through November 18, 2022
Blood Glucose (A1c)	Fasting	September 1, 2017, through November 18, 2022



Your health care plan will only cover one Wellness Visit at 100% per calendar year. Any lab testing NOT described above will be subject to co-pay and deductibles and not be paid at 100%, unless the testing is covered separately under the Kaiser's Preventive Care guidelines.



# **D MOBILE INSTRUCTIONS**

## Review Completed Tests

Log into the Kaiser website (kp.org) or app to review previous Test Results and Past Visits for Biometric Screening.



\*Make sure your name appears on each test. Result status: Final result This test result has been released by an automatic process. Some test results or notes may be difficult to

borne test results or notes may be annexit to interpret. We recommend allowing your care team time to contact you regarding follow-up. Back

rtain content delivered by MyChart<sup>+</sup>, licensed from Epic stems Corporation, © 1999 to August 2020, patents

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#### TO VERIFY PAST VISITS, BLOOD PRESSURE & BODY MASS INDEX (BMI)





Log in to your KP App from your mobile device. From the available options select "Past Visits".



Select your most recent "Past Visit" and click "View After Visit Summary".



Click "Download" to view. You'll find your blood pressure, height and weight in this report under the section titled "Today's Visit".



\*Hint - if you don't see this information, go back and look in a different in-person visit.



Verify the information displayed is correct and the date is within the stated time frame on page **4**.

Take a screen shot and save or print.

To submit, see page 14.



AFTER VISIT SUM George Glass: wm	MARY	A KASER PERMANENT		
Instructions				
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## Review Completed Tests

Log into the Kaiser website (kp.org) or app to review previous Test Results and Past Visits for Biometric Screening.

Review Completed Tests

#### TO VERIFY GLUCOSE & CHOLESTEROL TEST RESULTS



1

Go to kp.org and log in with your username and password.

Hy Health	Medical Record	Message Center	Appointments	Pharmacy	Coverage & Costs	Hasith & Weliness
Medio	al Record					
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Under the Medical Record tab, select the box labeled "Test Results."



Review your list of previously completed Medical tests and compare the completed tests to the Biometric requirements on page **4**.

( Medical Record				sup	
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Altergies					
Eveneer prescriptions					
Health summary				H Print	
Immunizations	Click on a test name to view	details. Please note that	some test results may not yet be	available, and some test	
Letters	View a list of upcoming tests	and procedures ordered	by your providers.		
Preventive health reminders		III from here it of Parent			
Questionnaires	Search this list Q	Department results	port.y		
Test results					CLICK
Upcoming lests	Long.		Ordered by	Date *	ON THE TE
Related links	FASTING GLINOPSE	ζ	MINDY LAHRE MD	Nov 29, 2019	01111212
Health record access update	COC (COMPLETE BLOOD CO	UNT)	MINDY LAHRL MD	May 4, 2018	
Drug encyclopedia	WHITE BLOOD CELL DIFFE	IENTIAL	MINOY LAHRL MD	May 4, 2018	
Drugs and natural medicines					
	URINALYSIS		MINUT LAHRE MD	Mar 30, 208	
Health encyclopedia					

If you have completed any of the required tests in the specific time period, click on the name of the test to show additional details.

3

Verify the information displayed is the correct test and the test was administered within the correct time frame.

Allergies Eyewear prescriptions					
Health summary Immunizations	About this test	a test secondary click the "Alboard	H Print		
Letters Preventive health reminders	To see more information about results" or "Graph of past resu	t a test result, select the "Details" its."	" tab. To compare test results over time, click "Past		
Guestionnaires Test results	Minor differences in test results from the usual range are not uncommon and likely represent acceptable individual or lab variation. Test results outside the usual range are subject to interpretation by your doctor.				
Upcoming Tests	Component results				
Related links	Component	Your value	Standard range		
Health record access update	Glucose, fasting	95 mg/dL	60 - 99 mg/dt.		
Drug encyclopedia Drugs and natural medicines Health encyclopedia	General information Ordered by: MINDY LANRI, MD Collected: 03/30/202111:08 A Resulted: 03/31/2021 4:13 AM	м			

Either screen shot the test result or select the "Print" button in the top right corner.



Your name must appear on the screen shot or print out for each test.



To submit, see page 14.



#### TO VERIFY PAST VISITS, BLOOD PRESSURE & BODY MASS INDEX (BMI)



#### \*\*Your BMI is a combination of your Height and Weight



Go to kp.org and log in with your username and password.



Under the Medical Record tab, select the box labeled "Past Visit Information."



Click "View After Visit Summary". Once the summary is open you'll find your blood pressure, height and weight in this report under the section titled "Today's Visit".

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Past Visits Select a past v 6 months ago	sit from below to see a summary of your visit.  DEC Video Visit 14 MINDY LAHIRI, MD 2020 Views onto
	View After Visit Summary*



\*Hint: if you don't see this information, go back and look in a different in-person visit.

3

Verify the information displayed is correct and the date is within the stated time frame on page **4**.



Either screen shot the results or select the "Print" button in the top right corner. To submit, see page 14.



## Finish Incomplete Tests

Complete missing tests or labs at a Kaiser Facility.

Finish Incomplete Tests

#### **COMPLETE BIOMETRIC SCREENING**



A face mask is required to enter all Kaiser facilities. Kaiser will provide a nonmedical-grade mask to wear if you don't have one.



#### BLOOD PRESSURE, BMI (BODY MASS INDEX) OR WELLNESS VISIT

Please speak to a Kaiser Permanente representative at 1-866-454-8855 to request an appointment to complete your missing activities. Please let the representative know which tests or labs you need completed.

All Members must check in at the front desk of the medical office building. Once you check in you will be directed where to go for your blood pressure and BMI. You may be directed to a Nurse's station or other area of your local Kaiser facility, based on your location.



#### **GLUCOSE & TOTAL CHOLESTEROL**

You will first need to email your primary care physician throughB kp.org stating you would like to request an order for glucoseB and/or cholesterol lab tests.

For instructions on contacting your physician, continue to page 13.

You can also obtain a doctor's order for missing labs by calling 1-866-454-8855 and a KP representative will get you connectedB with the doctor's office.

#### **HELPFUL RESOURCES**



- For Kaiser service hours & closures <u>CLICK HERE</u>
- To locate a Kaiser Facility <u>CLICK HERE</u>
- To Chat with Kaiser Member Services <u>CLICK HERE</u>

#### **COMPLETE BIOMETRIC SCREENING**

#### HOW TO REQUEST A GLUCOSE & CHOLESTEROL ORDER FROM YOUR PHYSICIAN

1

Go to kp.org and log in with your username and password. Go to the "Message Center" tab and hit the "Compose" button.

#### KAISER PERMANENTE.

My Health	Medical Record	Message Center	Appointments	Pharmacy	Coverage & Costs	Health & Wellness	٩
Messa	age Cent	e <b>r</b>			(	Compose	



Click "Doctor's Office" and write a message to your primary care physician stating you would like to request an order for glucose and/or cholesterol lab tests.

	a message to	
k	COVID-19 Vaccination, Testing, and Care Before sending a message to your care team, get information exposure. Visit our COVID-19 site	n about vaccine appointments and care for COVID-19 symptoms or
	Doct For nonurgent healt	Or's office h and wellness questions

Once you receive the doctor's order, Please speak to a Kaiser Permanente representative at 1-866-454-8855 to request an appointment to complete your test. Please let the representative know which tests or labs you need completed.

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You can also make a lab appointment under the "Appointments" tab on the website.



FASTING REQUIRED FOR GLUCOSE TEST. Do not eat or drink anything other than water and medications for 12 hours before the glucose test.



## **3** Upload Results

Log in to your Participant Account on ufcwtrust.com, go to the **Open Enrollment** tab to submit your completed **Bio23 Form** or **Kaiser screenshots**.

#### FINISH AND SUBMIT

After you've completed all Biometric Screenings, follow these instructions for getting your Bio23 Form signed:



<u>CLICK HERE</u> to find your Release of Information Department at the medical center your Primary Care Physician is located. Email them your Bio23 form to be completed and signed, and ask them to email and mail back to you when completed. Please allow 7 to 10 business days. Kaiser may request that you come back in person to their department to pickup your completed form.



To protect your privacy, Kaiser Permanente may not send the Bio23 Form to the TFO. You are responsible for ensuring your Bio23 form and related screen shots/printed, previously completed test results (if applicable) are returned to the TFO by November 18, 2022.

Upload Results

#### **INSTRUCTIONS TO SUBMIT BIOMETRICS**

NOTE: It is the responsibility of the member to ensure that you and your enrolled Spouse or Domestic Partner's Biometric Screening requirements are submitted to the Trust Fund Office on or before November 18, 2022. A Member may upload their Spouse's proof of biometrics from their own Member Participant Account.



Visit UFCWTrust.com, and log into your Participant Account





#### **INSTRUCTIONS TO SUBMIT BIOMETRICS**



Once logged in, click on the "Open Enrollment" tab on the top left menu.

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Scroll down and until you see the "**Bio23 or Kaiser HIPAA Forms**" section on the right side.



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Kaiser 1990 Biometric Instructions >			
Bio23 or Kaiser HIPAA Forms			
		7	
Make or reschedule your Biometric Ap	pointments	7	0
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Select the blue "**Upload**" button on the right corner.

4

Click the cloud icon 🤷 to begin uploading your screenshots or Bio23 form.





Upon uploading your screenshots or Bio23 form, please select "Proof of Biometrics" from the drop down menu.

d		What is this for?	Description	0
	Uploaded	Proof of Biometrics	BMI and Blood Pressure redacted	
		What is this for?	Description	0
	Uproaded	Proof of Biometrics	Cholesterol	
		What is this for?	Description	0
	Uploaded	Proof of Biometrics	Glucose	

Don't forget to hit the blue "Upload" button on the bottom right corner.



## **Wellness Approval**

Wait 7-10 days for Wellness Approval in your Participant Account.

#### **WELLNESS APPROVAL**

Once your Wellness Steps have been completed and approved, your "Wellness Approval" bar will show as complete automatically. Your status bar will automatically update to 100% complete.

Wellness Steps Progress Bar		
100 Percent Complete		
	100%	
Wellness Steps (Required for Wellness Participation in 2023)	C	
ACTION ITEM Wellness (HCP) Agreement > Review and accept the 2023 Wellness Agreement	STATUS	
Health Risk Questionnaire (HRQ) >     Complete a survey about your health	COMPLETE	
Biometric Screenings Instructions >     Review your applicable Biometric Instructions if you are currently Blue Shield or Kaiser	INFORMATIONAL ONLY	
Biometric Screenings Ubload >     Upload your Proof of Biometrics and return here to review your Wellness Approval in 5- 10 business days	COMPLETE	
Wellness 2023 Participation Approved > Wellness Stops for you has been reviewed and approved. Both you and your Spouse, if application must each show your own Wellness Approved flag in order for the family unit	COMPLETE	

Wellness documents are approved on a first come, first serve basis. Log into your ufcwtrust.com Participant Account to check your status often.

WARNING: Both the Member and the enrolled Spouse or Domestic Partner must individually complete their own Wellness Steps for a household to be complete and participate in the Wellness (HCP) Program for 2023 Plan Year.



Please note it may take the TFO up to 7-10 business days to accurately reflect your Wellness Steps completion.

# FAQ

Questions about the Wellness Program (HCP), what you need to complete on your form, deadlines, etc., consult the Open Enrollment materials sent to you mid-September 2022 or call 1-800-552-2400 for more information.

#### Can I submit proof of COVID-19 vaccination this year?

No, all Members and spouse/domestic partners (if applicable) need to provide proof of Biometric Screening completion to participate in Wellness for the 2023 Plan Year.

If I have screen prints that prove completion of a Biometric Screening, do I still need to submit a Bio23 form?

No, you can simply upload proof of your Biometric Screening by sending us the screenshots you created from your Kaiser portal (kp.org) or Kaiser app.

What if I have completed all of my Biometric Screenings? For Members who have completed all their Biometric Screenings, please take your Bio23 Form to the Release of Medical Information (ROMI) Department or Health Information Management Services (HIMS) Department at the medical center your Primary Care Physician is located and ask them to fax, email or mail your Bio23 Form to you when completed. Please allow 7 to 10 business days.

#### How long before my lab results show on the portal?

Please allow 7-10 business days. It will likely show up sooner, so check the KP.org often for your results.

I am new to Kaiser and had my annual physical prior to joining Kaiser, will I need to complete all Wellness Steps again?

How do I upload my Spouse's proof of Biometrics? No, not if your Biometric Tests were completed after January 1, 2022. Request the Dr.'s office, who performed the Annual Physical, complete the Bio23 Form and you will need to upload the form to your Participant Account on <u>ufcwtrust.com</u>. \*\*You are responsible for ensuring your Bio23 form and related screen shots/previously completed test results (if applicable) are uploaded by November 18, 2022.

A Spouse may require that the Member uploads their proof of biometrics from the Member Participant Account. The Spouse may also directly email and attach their own Proof of Biometrics to: TFODocuments@ufcwtrust.com

What if I don't remember my KP.org username and password? You may use the "Forgot Username and/or Password" options at kp.org to reset your username and/or password. If that wasn't successful, you can go into a Kaiser facility with your current state identification card.

Are my dependent children required to complete Wellness Steps?

No. Dependent Children are not required to complete Wellness Steps.

My Spouse/Domestic Partner and I have Dual coverage with the Trust Fund. Do we both need to complete a Bio23 form? Please refer to the Letter you receive with your Open Enrollment materials in mid-September. Instructions specific to your requirements are provided. If you need a duplicate copy of your Open Enrollment Cover Letter go to UFCWTrust.com and click the "Cover Letter" icon under the Open Enrollment tab for an electronic copy of your cover letter.

The Bio23 form is asking if I'm a Nicotine User; however, Kaiser didn't ask me that. Am I required to answer it on the form?

No. Nicotine is not a required test for Kaiser Members.

My Cholesterol results only came back with only a Total Cholesterol value. Will that be accepted?

Yes.

How do I return my completed Bio23 form? Completed Bio23 forms can be uploaded to your Participant Account on UFCWTrust.com. See page 14 for full instructions.

#### **BIO23** – Biometric Screenings Form

#### **BIO23 – PROVIDER DATA ENTRY FORM**

#### **GENERAL INFORMATION**

#### PLEASE PRINT CLEARLY AND STAY WITHIN THE BOXES BELOW

PARTICIPANT (PERSON BEING MEASURED) INFORMATION - Completion required.

First Name:       Image:
Last Name:
DOB (MM/DD/YYYY):
Member       Image: Comparison of the person being measured.       Image: Comparison of the person being measured.         If you do not know your Member ID#, you must complete the field for SSN below.
SSN: If you have entered your Member ID# above, you may leave the field for SSN blank.
Important: This form is ONLY for current UEBT/UCBT Members and Spouses/Domestic Partners who are completing their Wellness Steps for 2023 benefits.
If you are the Spouse of a Member, you <u>must</u> submit your completed GINA Agreement to the Trust Fund Office before completing and submitting this form
By submitting this form, I am authorizing my physician to report the laboratory and biometric results to UFCW & Employers Trust, LLC for my Biometric Health Screenings, and for UEBT/UCBT to collect such information. If I am a Participant in the UEBT/UCBT Plan because I am the Spouse of a Member, I further acknowledge that by agreeing to this authorization, I am providing information regarding my current or past health status (or manifestation of disease or disorder) and that I authorize the use of this information for the purposes described in the Biometric Screenings Instructions.
1 Diana union the Dianatric Concentrations in the transformer to configurate and his metric concentrate prime to be view on

- 1. Please review the Biometric Screenings Instructions to verify you need biometric screenings tests prior to having any done.
- 2. You, the Participant, are responsible for meeting all program deadlines. You, the Participant, must collect this form from your physician or clinician and submit to UFCW & Employers Trust, LLC, as prescribed. Only one physician form can be submitted per person.
- 3. See the program description in your enrollment materials for more details. Please keep a copy of this physician complete form for your records.

Participant's Signature: \_\_\_\_\_ Date (MM/DD/YYYY):



Page 1/2

Please upload this form to the Member's Participant Account on ufcwtrust.com, or fax this form to 925-746-7549 For more information, call the UFCW Trust Fund Office Health and Welfare Services Department at 800-552-2400

BIO23 — Biometric Screenings Form					
BIO23 – PROVIDER DATA ENTRY FORM					
GENERAL INFORMATION					
Participant Last Name:					
DOB (MM/DD/YYYY):					
FOR PROVIDER OR OFFIC	E STAFF USE ONLY BELOW THIS LINE				
Blood Pressure	Cholesterol	Glucose			
Systolic	HDL:	Fasting:			
Diastolic	LDL: Total:	A1c: .			
	Total/HDL Ratio:				
BODY MEASURE NICOTINE USER?					
Height: V (in)	Veight: Waist: (lbs) (in)	Y N			
		TRACKING NUMBER			
Test Date (MM/DD/YYYY	):				
NOTE: Facility and agent	name must be printed in the boxes.				
I certify these val	ues are correct.				
Facility Name:					
Certifying Agent First Name:					
Last Name:					
NPI#:					
Today's Date: (MM/DD/YYYY)		Signature:			
NOTE: Use this area for office or fa	ncility stamp	Page 2/2 on <u>ufcwtrust.com</u> , or fax this form to 925-746-7549			

For more information, call the UFCW Trust Fund Office Health and Welfare Services Department at 800-552-2400