



**NEW CHANGES:
NO NEED TO SEND
SCREENSHOTS!**

**READ FULL
INSTRUCTIONS**

HOW TO COMPLETE WELLNESS STEPS AS AN HMO PARTICIPANT





COMPLETING WELLNESS STEPS AS A KAISER PARTICIPANT

1

Review Completed Tests

Log in to kp.org or the app to review previous Test Results and Past Visits for Biometric Screening.

2

Finish Incomplete Tests

Complete missing tests or labs at a Kaiser Facility.*

**If all your tests are current and complete, skip to Step 3.*

3

KAISER HIPAA Authorization



No need to send screenshots!

Log in to your Participant Account on ufcwtrust.com, to do your Kaiser HIPAA Authorization.

4

Wellness Approval

Wait 7-14 days for Wellness Approval in your Participant Account.

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DETERMINE WHAT YOU NEED TO DO:



You are required to verify you've completed the Biometric Screenings. You may already have done most or all of them. ***If all your tests are current and complete, skip to Page 14.***

To determine if anything is missing, check online at [KP.org](https://www.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. Only the following tests, based upon Kaiser Permanente Clinical Guidelines will be accepted for your biometric screening.**

If all your tests are current and complete, skip to Page 14.

SCREENING TYPE	FASTING REQUIREMENT	MUST BE TAKEN BETWEEN
Blood Pressure	None	August 1, 2021, through December 1, 2023
Body Mass Index (BMI) (Weight and Height)	None	August 1, 2021, through December 1, 2023
Total Cholesterol (Lipid Panel)	Fasting or Non-Fasting	August 1, 2018, through December 18, 2023
Blood Glucose (A1c)	Fasting	August 1, 2018, through December 18, 2023



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.



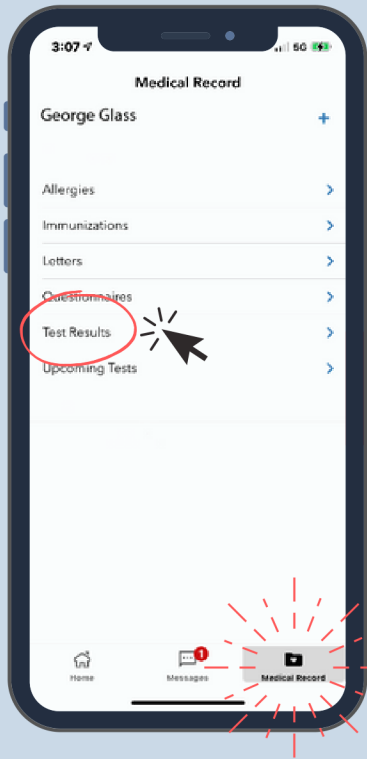
MOBILE DEVICE INSTRUCTIONS

1 Review Completed Tests

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



1 Log in to your KP App from your mobile device.

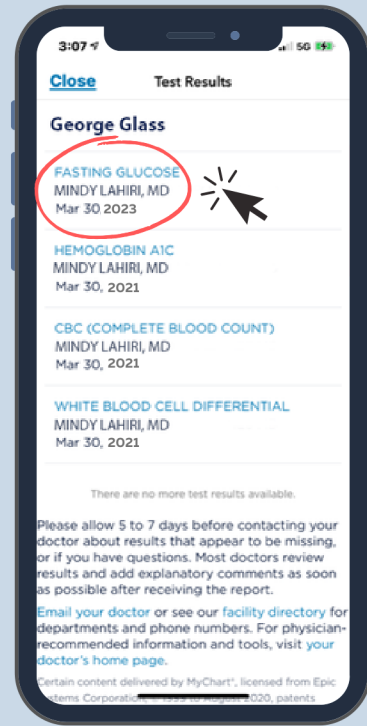


CLICK "TEST RESULTS"

Under Medical Record click on "Test Results."

2

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

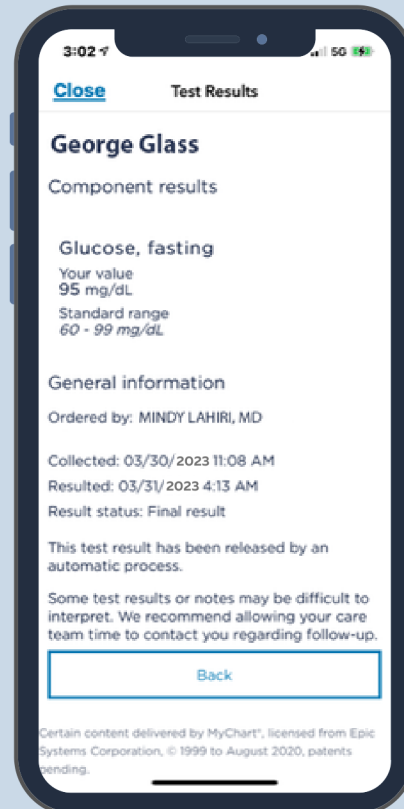


CLICK ON THE TEST FOR DETAILS

If you have completed any of the required tests, please click on the name of the test to show additional details.

3

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

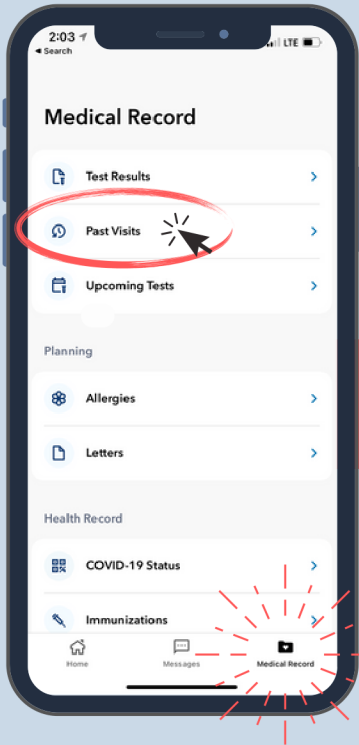




***Your BMI is a combination of your Height and Weight*

1

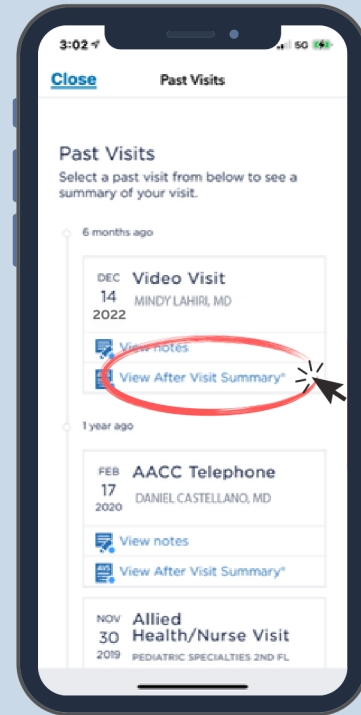
Log in to your KP App from your mobile device. Select the "Medical Records" tab then click "Past Visits".



CLICK "PAST VISITS"

2

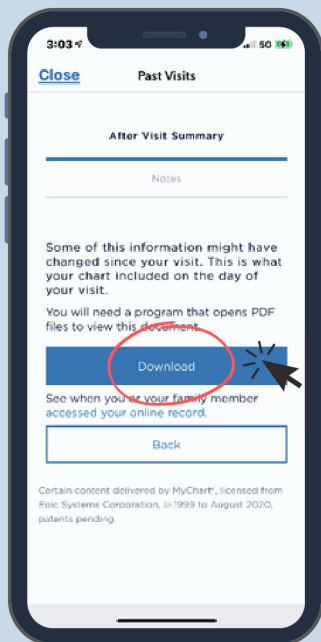
Select your most recent "Past Visit" and click "View After Visit Summary".



CLICK "AFTER VISIT SUMMARY"

3

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



CLICK "DOWNLOAD"

4

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



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



DESKTOP COMPUTER INSTRUCTIONS

1

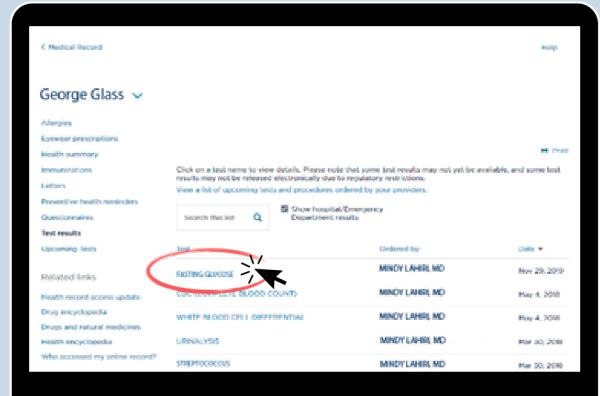
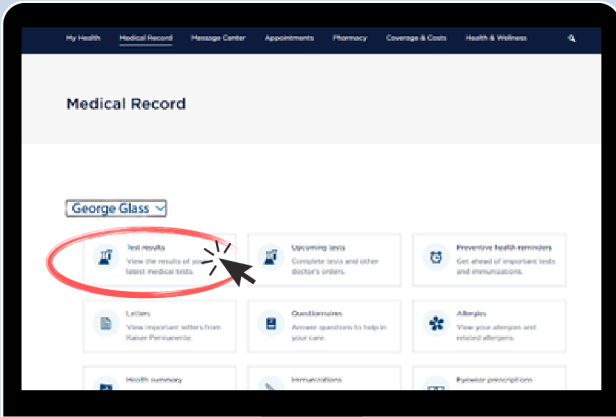
Review Completed Tests

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



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

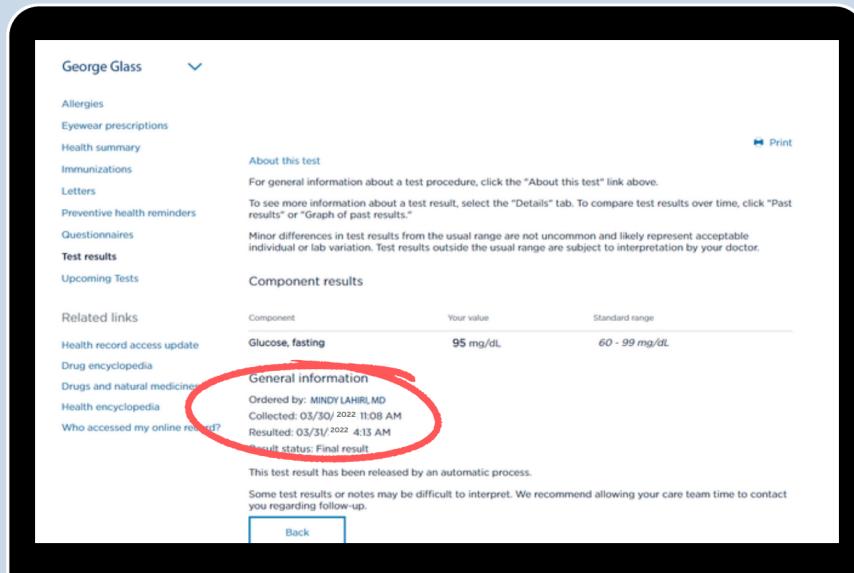
2 Review your list of previously completed Medical tests and compare the completed tests to the Biometric requirements on page 4.



Under the Medical Record tab, select the box labeled "Test Results."

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.

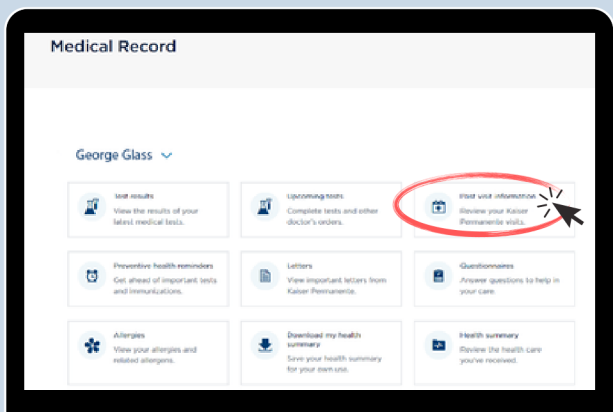
3 Verify the information displayed is the correct test and the test was administered within the correct time frame.





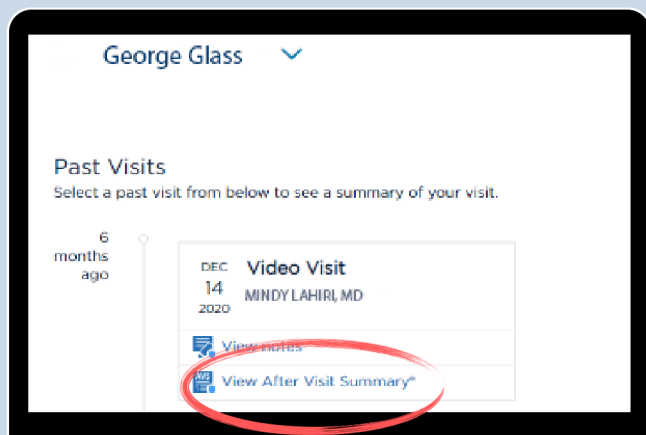
***Your BMI is a combination of your Height and Weight*

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



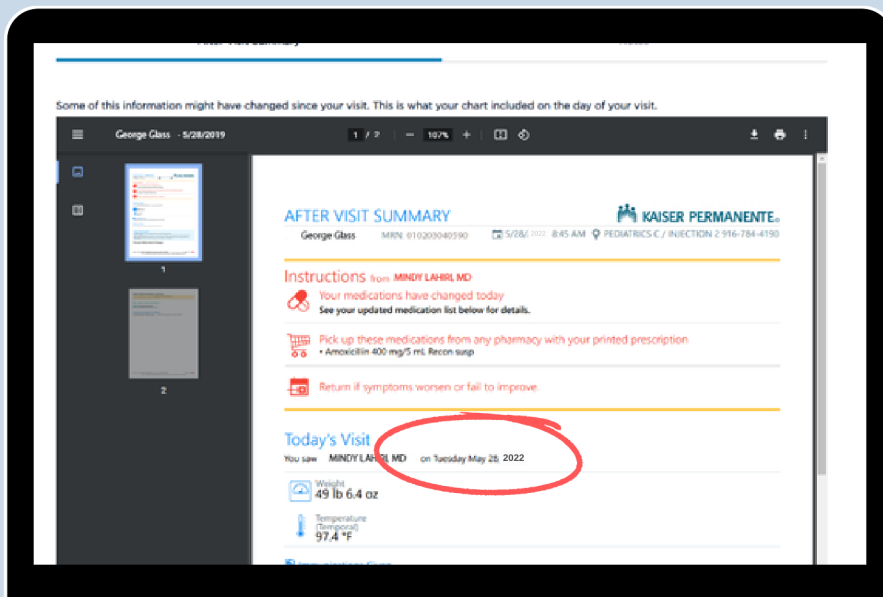
Under the Medical Record tab, select the box labeled "Past Visit Information."

2 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".



! **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.



2

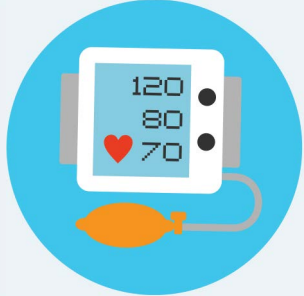
Finish Incomplete Tests

Complete missing tests or labs at a Kaiser Facility.

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.



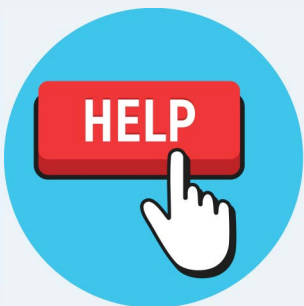
GLUCOSE & TOTAL CHOLESTEROL

You will first need to email your primary care physician through kp.org stating you would like to request an order for glucose 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 connected with the doctor's office.

HELPFUL RESOURCES

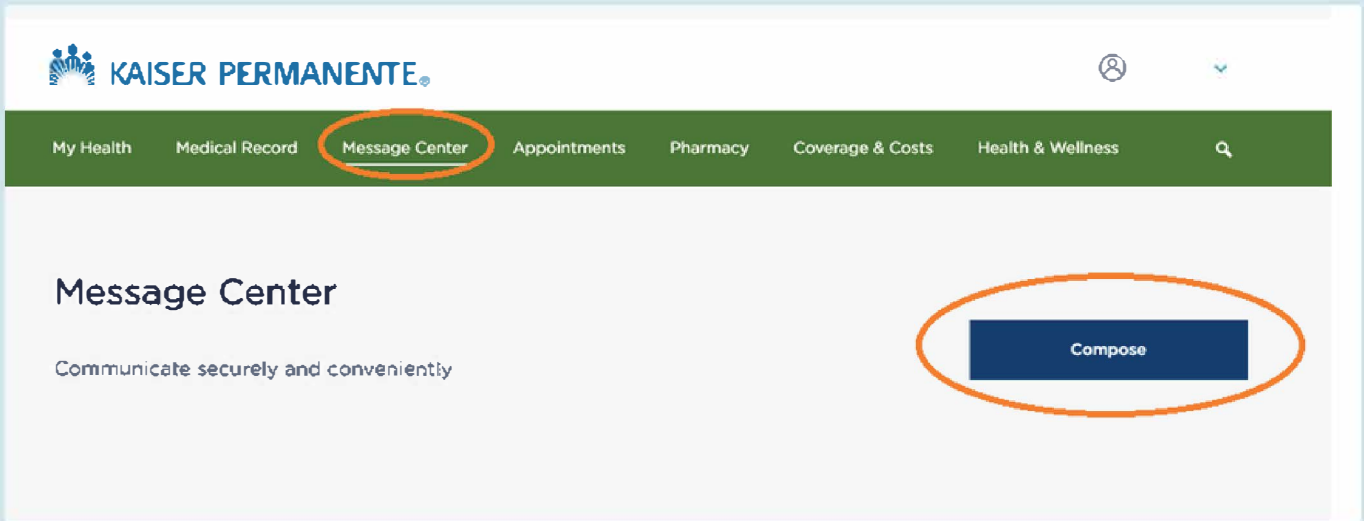


- For Kaiser service hours & closures [CLICK HERE](#)
- To locate a Kaiser Facility [CLICK HERE](#)
- To Chat with Kaiser Member Services [CLICK HERE](#)

HOW TO REQUEST A GLUCOSE & CHOLESTEROL ORDER FROM YOUR PHYSICIAN

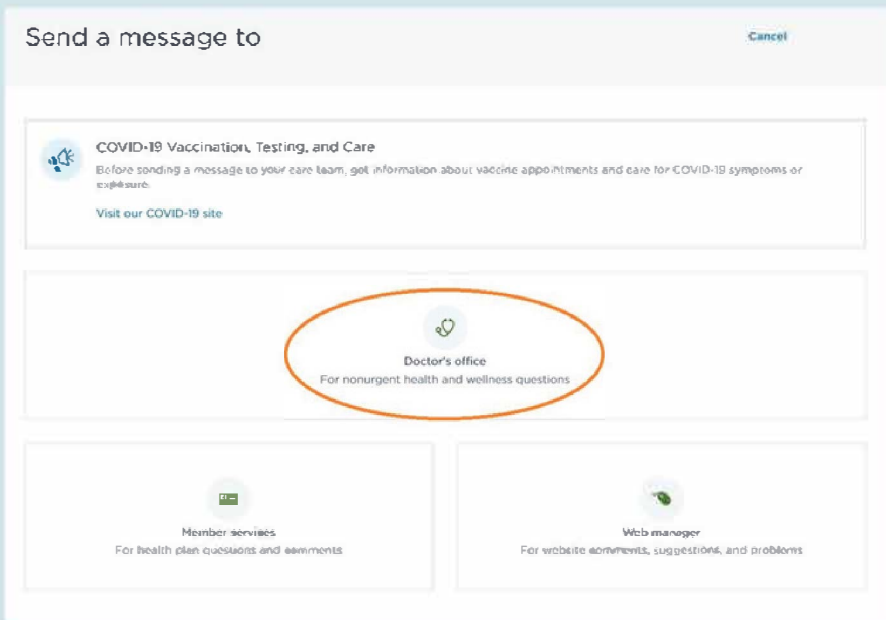
1

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



2

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.



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.

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.



NEW!

3 KAISER HIPAA Authorization

NEW! Kaiser participants no longer need to send screenshots. The process is quick and easy! Simply log into your Participant Account on ufcwtrust.com, to do your Kaiser HIPAA Authorization.

After you've reviewed and completed all Biometric Screenings, you will need to make sure your Kaiser HIPAA Authorization is complete.

The Kaiser HIPAA Authorization must be electronically signed by both you and your Spouse in the Wellness Section under your individual logins. This step allows Kaiser to send the Trust Fund Office your Biometric information, and Reimburse claims with your HRA dollars.

! You must submit your Kaiser HIPAA Authorization in your Participant Account before we can process your completed Biometric information. If your Authorization Status says "INCOMPLETE" your information will NOT be sent over.

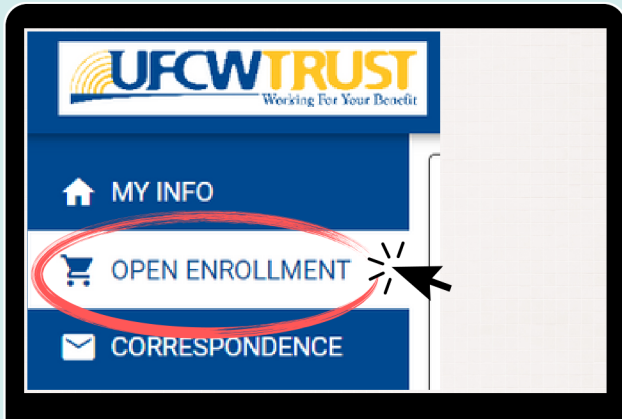
KAISER HIPAA INSTRUCTIONS

NOTE: It is the responsibility of the member to ensure that you and your enrolled Spouse or Domestic Partner's Biometric Screening requirements and Kaiser HIPAA Authorization are submitted to the Trust Fund Office on or before December 1, 2023.

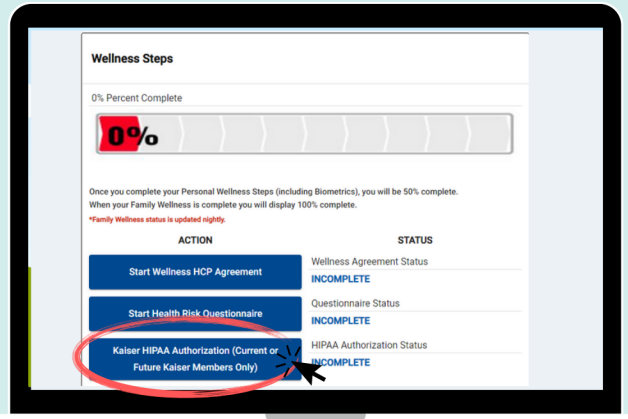
1 Visit UFCWTrust.com, and log into your Participant Account



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

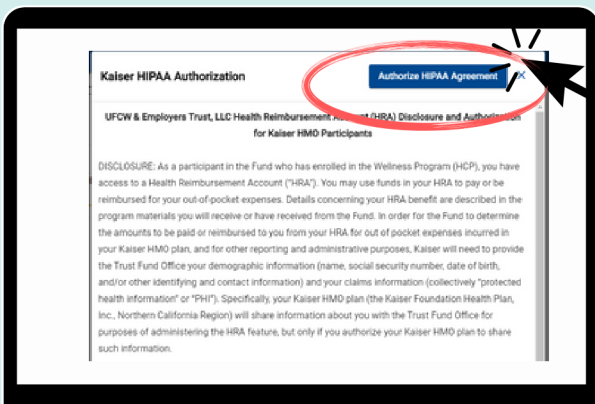


3 Scroll down until you see the Wellness Steps section on the right side.

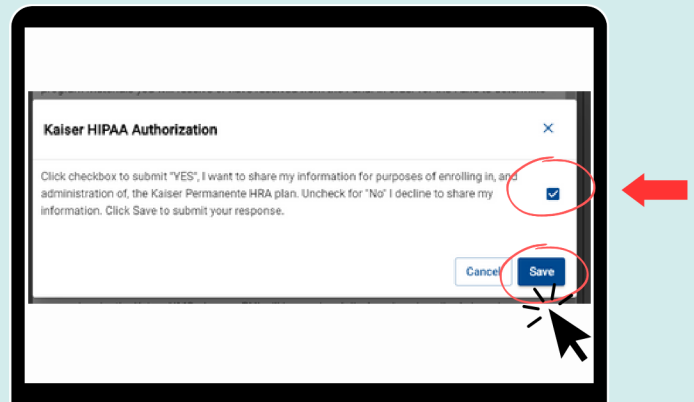


Select the blue "Kaiser HIPAA Authorization" button

4 Read the entire Authorization, then select the blue "Authorize HIPAA Agreement" on the top right corner of the window.



5 Read the following message and please select the checkbox to submit "YES"



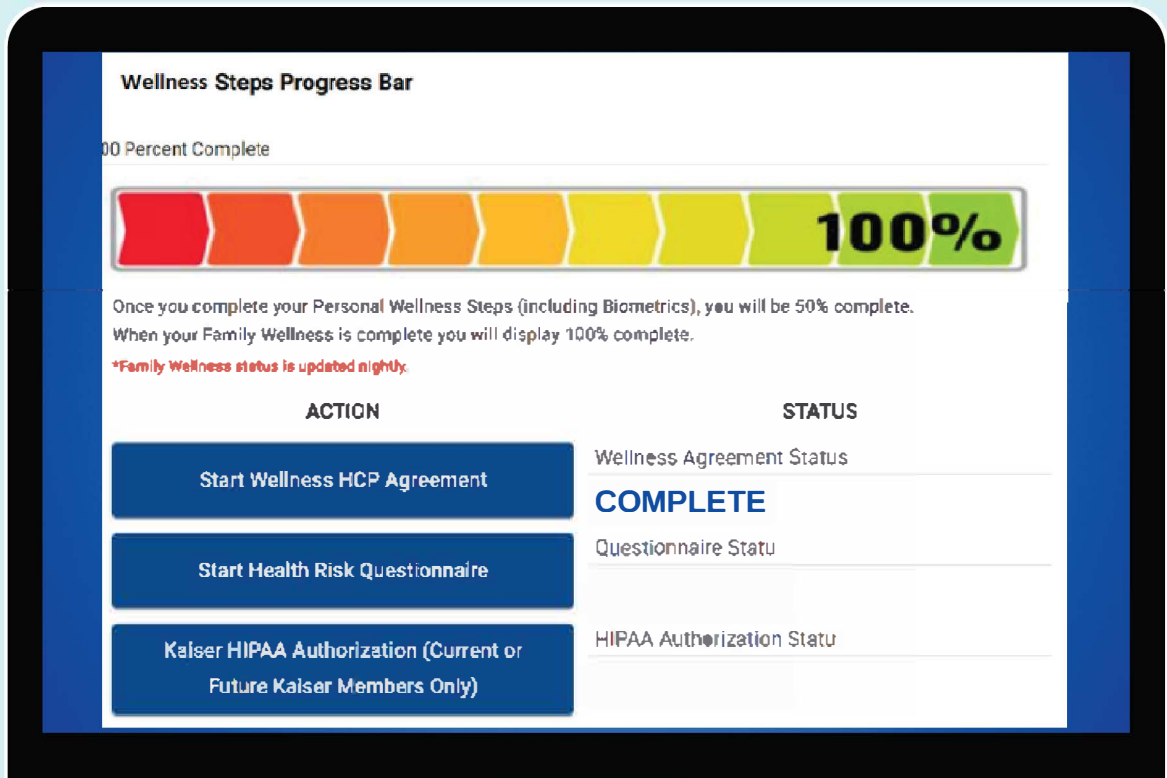
Don't forget to hit the blue "Save" button on the bottom right corner.

4 **Wellness Approval**

Wait 7-14 days for Wellness Approval in your Participant Account.

WELLNESS APPROVAL

Once your Wellness Steps have been completed and approved, your status will show “COMPLETE” in blue under all fields automatically. Your status bar will also automatically update to 100% complete.



Once you complete your Personal Wellness Steps (including Biometrics), you will be 50% complete.

When your Family Wellness is complete you will display 100% complete.

**Family Wellness status is updated nightly.*

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 2024 Plan Year.



Please note it may take the TFO up to 7-14 business days to accurately reflect your Wellness Steps completion.



FAQ

Questions about the Wellness Program (HCP), what you need to complete deadlines, etc., consult the Open Enrollment materials sent to you late-September 2023 or call 1-800-552-2400 for more information.

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

No, proof of vaccination is not accepted in lieu of a Biometric Screening, please follow the directions to complete your Biometric Screening.

If I have screen prints that prove completion of a Biometric Screening, do I still need to submit a Bio24 form?

NEW! Kaiser participants should no longer send screen prints. Please submit Kaiser HIPAA Authorization and review kp.org that your screenings are current.

What if I have completed all of my Biometric Screenings?

For Members who have completed all their Biometric Screenings, Complete your Kaiser HIPAA Authorization on your ufcwtrust.com Participant Account, and wait for your results to automatically be sent to the Trust Fund Office.

How long before my lab results show on the portal?

Please allow 7-14 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?

No, not if your Biometric Tests were completed after January 1, 2023. In this case, please have the doctor's office who performed your Annual Physical complete the Bio24 form and upload that form to your Participant Account on ufcwtrust.com. Go to your Open Enrollment tab and look at the Wellness section where it says "Upload Bio24 form."

How does my Spouse complete their Biometrics?

Your Spouse will have their own individual Participant Account. They will need to ensure their Biometrics are fulfilled just like the Member, and make sure they sign the online Kaiser HIPAA Authorization.

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 Bio24 form?

Yes, both you and your Spouse or Domestic Partner must each complete your own Biometric Screening for Wellness Steps to be complete.

The Bio24 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 Bio24 form?

NEW! please do not upload a Bio24 form. This is a last alternative. Please simply complete Kaiser HIPAA Authorization and ensure kp.org has recent biometric screenings completed. As a last resort, please go to your Open Enrollment tab and in the Wellness Section select the "Upload Bio24 form" button.

BIO24 – PROVIDER DATA ENTRY FORM

GENERAL INFORMATION

PLEASE PRINT CLEARLY AND STAY WITHIN THE BOXES BELOW

PARTICIPANT (PERSON BEING MEASURED) INFORMATION – Completion required.

First Name: [Grid of 20 boxes]

Must match the name on record for your health benefits.

Last Name: [Grid of 20 boxes]

DOB (MM/DD/YYYY): [Grid of 8 boxes]

Member ID#: [Grid of 10 boxes] U [Grid of 1 box]

Spouses/Domestic Partners have a distinct Member ID# that is separate from the Subscriber's Member ID#. Enter the Member ID# of the person being measured.

If you do not know your Member ID#, you must complete the field for SSN below.

SSN: [Grid of 9 boxes]

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 2024 benefits.

If you are the Spouse of a Member, you must 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. 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): [Grid of 8 boxes]

