



# Healthy MEE

## 2017 WELLNESS PROGRAM

### Your PASSPORT

The Passport/Submission Form is a tool to assist ALL Ellis Medicine employees achieve annual wellness goals.

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#### Where to Submit Your Submission Form:

- Human Resources (HR)  
Welcome Center located at:  
McClellan Street Health Center
- Human Resources Confidential Fax:  
518.382.2153
- Email: [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org)
- Interoffice Mail: HR Mail Code 3951

***No later than October 31, 2017.***

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ELLIS MEDICINE  
Helping me be a  
**HEALTHY MEE**

**For more information:**  
[wellness@ellismedicine.org](mailto:wellness@ellismedicine.org)

## YOUR HEALTHY MEE PASSPORT

Ellis Medicine wants employees to enjoy happier, healthier and more productive lives. We encourage **ALL** employees to participate in the 2017 Healthy MEE Wellness Program. Healthy MEE is committed to helping you achieve your best health, and this Passport is your guide to completing Healthy MEE metrics. The Healthy MEE Passport Submission Form (page 4) must be submitted by October 31, 2017.

## EMPLOYEES THAT PARTICIPATE IN THE HEALTHY MEE PROGRAM WILL BE REWARDED

**GET INVOLVED!** Join us at Wellness Wednesdays. The first Wednesday of each month, you will find a Wellness Champion at your location to provide you with up-to-date information. You can also stay up-to-date by checking the Healthy MEE section of the *Employee Insider* to find our monthly Wellness Update, or visiting us online at [ellishealthymee.org](http://ellishealthymee.org). Be sure to "Follow" our website by entering your email address and be entered into a monthly raffle!

## EMPLOYEES WHO COMPLETE ALL SIX (6) METRICS MAY QUALIFY FOR A 15% PREMIUM DISCOUNT ON THEIR ELLIS HEALTH INSURANCE RATES FOR 2018

All employees regardless of participation in our health insurance may submit their completed Submission Form to be entered to win prizes.

### YOU CAN SUBMIT YOUR SUBMISSION FORM TO:

- Human Resources Welcome Center located at: McClellan Street Health Center
- Human Resources Confidential Fax: 518.382.2153
- Email: [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org)
- Interoffice Mail: HR Mail Code 3951

*Please allow time for your personal information to be updated on the Intranet after submission.*

*If you think you might be unable to meet a metric for a reward under the wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org) and we will work with you (and if you wish, with your doctor) to find a wellness activity with the same reward that is right for you in light of your health status.*



## The Healthy MEE Mind, Body, Spirit Award

The Mind, Body, Spirit (MBS) Award is an award given through the Healthy MEE Committee. This award is to recognize a co-worker who has made lifestyle changes and exemplifies wellbeing. A lifestyle change is defined as a change lasting three or more months. This change can include smoking cessation, a change in eating habits, a new exercise routine, an effort in stress reduction, etc. There must be an observable improvement in the wellbeing of your co-worker in order for the nomination to be accepted.

Visit [ellishealthymee.org](http://ellishealthymee.org) for more information or to submit a nomination form. Recipients will be recognized at the quarterly Employee Recognition Ceremonies.



# REQUIRED METRICS

## 1 Influenza Vaccine

Documentation only necessary if vaccine was not given by Employee Health. Acceptable dates for the 2016 – 2017 Influenza Vaccine are between 8/01/16 and 6/30/17. Waived for 2017 Passport if hired after 6/30/17.

## 2 Preventive Physical Exam

Scheduling a preventive wellness examination with your physician is important for so many reasons. The relationship you and your physician develop is essential to your wellbeing and future good health.

### INSTRUCTIONS:

- Receive a preventive physical examination from your primary care physician, NP/PA or internist between 11/1/15 and 10/31/17. **Please note an Ob/Gyn exam will NOT be considered as a qualifying visit towards the premium discount.**
- If you don't have health insurance through Ellis, have your physician stamp/sign the attestation on page 4.

## 3 Tobacco-Free Attestation

To attain the tobacco-free goal, complete the attestation on page 4. Before filling out the attestation, make sure you read below and understand what constitutes as tobacco use.

### TOBACCO-FREE DECLARATION

For purposes of this declaration, Ellis Medicine defines tobacco use as smoking cigarettes, clove cigarettes, cigars or pipes, or using chewing tobacco, smokeless tobacco, or any other form of tobacco at least once per week. Non-tobacco users are individuals who have not used tobacco products within the last 90 days.

### EMPLOYEES WHO ARE NOT TOBACCO-FREE CAN QUALIFY!

Attend a tobacco cessation class. To enroll or for more information call **347.5864** or go to: [ellishealthymee.org/resources](http://ellishealthymee.org/resources)

Program enrollees will receive a certificate of completion and Ellis employees will be reimbursed the registration fee. Our hope is that employees will eventually quit and sustain this healthy lifestyle choice.

## 4 Completing the MVP Personal Health Assessment\*

All employees regardless of participation in our health insurance are eligible to take the MVP Personal Health Assessment (PHA). Go to [mvphealthcare.com](http://mvphealthcare.com)

### MVP MEMBER INSTRUCTIONS:

- Enter your username and password and click sign in
- Click the "Your Wellness Starts Here" icon
- Take the Personal Health Assessment

### NON-MVP MEMBER INSTRUCTIONS:

- If you do not have a username and password for the MVP website, click "Register Now" under Option 2 to register, using Ellis Medicine's MVP Group ID: 211010

*If you're unable to retrieve an existing username and/or password online, contact MVP ESsupport at 888.656.5695*



**\*Please Note: This is NOT the same as the Ellis Annual Health Assessment.**



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## Activity Examples

Look for the "Qualifying Healthy MEE Activity" logo on onsite event and program flyers. Additionally, a Qualifying Healthy MEE Activity is anything that helps your personal wellbeing, as you describe on the Healthy MEE Passport Submission Form. This list is not a complete list, but provides examples of possible Healthy MEE Activities.

### Healthy MEE employee wellness program challenges and events:

- Walking, Weight Loss and Hydration Challenges; Wellbeing Screenings and Fairs; On-site Fitness Classes; Walking/Running Groups

### Ellis Medicine sponsored wellbeing race or events:

- Relay for Life, Corporate Challenge, March of Dimes, Cardiac Classic, Freihofer's Run for Women, Heart Walk, Blood Drive

### Participation in healthy activities in your daily life

- Team sport or league participation, regular attendance at a fitness center, or family activities which promote wellbeing for yourself and your family.

### MVP Resources:

- MVP Care Advantage Program – Ellis Medicine employees and their dependents in the Ellis Health Insurance Plan have access to a Registered Nurse (RN) to provide support and information about: your healthcare coverage, finding a doctor or specialist, healthy coaching and goal setting about diet, exercise, or disease management.
- MVP Online Wellness Tools and Activities Program

### Education & other opportunities:

- Qualifying Healthy MEE workshops and seminars from partner vendors like Capital EAP and Valic
- Integrative Therapies
- Dietician Consult
- Healthcare Proxy
- Weight Management Program

**Question on what qualifies as a Healthy MEE Activity? Please email us at [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org)**

# Healthy MEE Wellness SUBMISSION FORM

Employee Name _____	
Phone Number _____ Email _____	
REQUIRED Metrics	CHECK WHEN COMPLETED
<b>1. INFLUENZA VACCINE: <i>must be done between 8/1/16 to 6/30/17</i></b> Documentation only necessary if vaccine was not given by Employee Health. Waived for 2017 Passport if hired after 6/30/17.	
<b>2. PREVENTIVE PHYSICAL EXAM: <i>must be done between 11/1/15 to 10/31/17</i></b> If you do not have health insurance through Ellis, have your health practitioner stamp/sign the "completed" box to the right. They may also fax exam verification to Human Resources Confidential Fax: 518.382.2153.	
<b>3. TOBACCO-FREE ATTESTATION: <i>must be done between 12/1/16 to 10/31/17</i></b> <input type="checkbox"/> I certify that I have read, on page 3, and understand what constitutes tobacco use and that I am tobacco-free! <input type="checkbox"/> I certify that I have read, on page 3, and understand what constitutes tobacco use and have completed a tobacco cessation program. Program Name _____ Completion Date _____ I agree that if this information changes, I will notify Ellis Medicine of such change in writing. I certify that the above information is true and correct and understand that providing false information on this form may result in a loss of the health insurance discount. Employee Signature _____ Date _____	
<b>4. MVP PERSONAL HEALTH ASSESSMENT (PHA): <i>must be done between 12/1/16 to 10/31/17</i></b> Instructions on page 3. No documentation necessary.	
<b>5. HEALTHY MEE WELLNESS ACTIVITY*: <i>must be done between 12/1/16 to 10/31/17</i></b>	
<b>6. HEALTHY MEE WELLNESS ACTIVITY*: <i>must be done between 12/1/16 to 10/31/17</i></b>	

**\*Your Participation in Two (2) Different Approved Healthy MEE Wellness Activities MUST be fully documented below.**

## DESCRIPTION OF YOUR HEALTHY MEE ACTIVITY:

\_\_\_\_\_

Date \_\_\_\_\_

*Please explain how this helps your personal wellbeing:*

\_\_\_\_\_

\_\_\_\_\_

## DESCRIPTION OF YOUR HEALTHY MEE ACTIVITY:

\_\_\_\_\_

Date \_\_\_\_\_

*Please explain how this helps your personal wellbeing:*

\_\_\_\_\_

\_\_\_\_\_

Submit completed Submission Form no later than October 31, 2017. Submit to:

**HR Welcome Center; HR Confidential Fax:** 518.382.2153; **Email:** [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org);  
**Interoffice Mail:** HR Mail Code 3951. **Any Questions? Email:** [wellness@ellismedicine.org](mailto:wellness@ellismedicine.org)

