



## **STATE HEALTH BENEFIT PLAN (SHBP) 2011 NON-TOBACCO USERS SURCHARGE POLICY ACTIVE EMPLOYEES**

**This policy applies to non-tobacco users who have been tobacco free for the past 12 months or longer as well as those members who failed to answer the tobacco surcharge questions during open enrollment.**

All non-tobacco users have the opportunity to have their tobacco surcharge removed by completing the following wellness requirements through their health plan vendor. Members will need to complete:

- an online Health Assessment **and**
- an online or telephonic wellness program

Removal of the tobacco surcharge is on a prospective basis only and SHBP will NOT make refunds for previous health premiums as Internal Revenue Service (IRS) rules do not allow premium changes to be made retrospectively.

Specific instructions for accessing the online Health Assessment and online or telephonic wellness programs are outlined below. **Upon completion of these requirements, members should obtain the Non-Tobacco User's Affidavit Form available online at [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information. Once the member has read and signed the affidavit, he/she must submit it along with a Wellness Program Certificate of Completion, to his/her payroll location benefit coordinator for submission to the SHBP.**

Members who have been tobacco free as specified above and complete these requirements will have the tobacco surcharge removed from future premium payments for the Plan Year.



## INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS:

### CIGNA Healthcare

#### To take the online health assessment:

1. Log onto **www.myCIGNA.com** and log in using your User ID and Password, and then select “Go.” If you are not yet registered for myCIGNA.com, you will need to do that first: a. On the www.myCIGNA.com log in screen, in the bottom-left menu, select “Register.” b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Once logged in, on the right side of the first page, you’ll see a box labeled “I want to…” Select the link that says “Take *my health assessment*.” If you can’t find this link, select the tab near the top-left of the page called “My Plans,” and then select the sub-tab labeled “Medical.” Now, again look on the right side of the page for a box labeled “I want to…” Select the link that says “Take *my health assessment*.”
3. On the next page, select your name. A new window will open to the ***my health & wellness center*** log-in page.
4. On the log-in page, under “New Users,” select “Register for ***my health & wellness center***.”
5. Follow the registration instructions and complete all required fields.
6. When registration is complete, the next page will be the ***my health & wellness center*** home page.

#### To utilize an online wellness program:

1. Log onto **www.myCIGNA.com** and log in using your User ID and Password, and then select “Go.” If you are not yet registered for myCIGNA.com, you will need to do that first: a. On the www.myCIGNA.com log in screen, in the bottom-left menu, select “Register.” b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Click on the “*My Health*” tab
3. Click *Personal and Online Coaching Programs*
4. Under *Lifestyle Management*, click on the program in which you wish to enroll. Scroll to the bottom of this screen for the registration tool.

#### To register for telephonic health coaching:

1. Call the number on the back of your member ID card



## **UnitedHealthcare**

### **To take the online health assessment:**

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a user name and password" if a first time user.
3. Click on the "Health Assessment" button located in the right hand column
4. On the Health & Wellness homepage, click on "Spanish or English Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment" in the middle of the page.
6. Answer the questions and hit "Submit to the University of Michigan for Analysis" at the bottom of the questionnaire.
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health & wellness experience.

### **To utilize an online wellness program:**

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a user name and password" if a first time user.
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

### **To register for telephonic coaching:**

1. Call the number on the back of your member ID card

***If you have trouble with the Health Assessment or Wellness Information, please contact the Customer Service Unit of your Health Plan Vendor.***