



STATE HEALTH BENEFIT PLAN (SHBP) 2014 ACTIVE EMPLOYEE NON-TOBACCO USERS SURCHARGE POLICY

This policy applies to members who are not tobacco users and are paying the tobacco surcharge.

Members who are not tobacco users may have their tobacco surcharge removed by completing the applicable requirements through their wellness vendor Healthways as outlined below.

The maximum surcharge applies if the member or any of the member's enrolled dependents are not tobacco-free or do not complete the coaching program.

If you and your enrolled dependents complete the wellness coaching program, you will be able to avoid the surcharge for the entire year. This means that all of the tobacco surcharge you paid in 2014 will be refunded after the completion of the surcharge removal requirements. All surcharge removal requirements including submission of supporting documentation and affidavit must be completed and received in 2014.

If you think you might be unable to complete the wellness coaching program, you might qualify for an opportunity to avoid the tobacco surcharge by different means. Contact Healthways at 888-616-6411 and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status

Surcharge Removal Requirements

If you are not a tobacco user and are paying the tobacco surcharge due to an error in your election during enrollment, you must:

- Complete the online Healthways Well-Being Assessment in 2014 at BeWellSHBP.com. and click "Member Login" to begin.
- Print confirmation of completion of the Well-Being Assessment.
- Complete either an online or telephonic wellness coaching program through Healthways in 2014
- Obtain a Letter of Completion from the online or telephonic wellness coaching program by calling Healthways at 888-616-6411
- Complete the SHBP 2014 Active Employee Non-Tobacco Users Affidavit Form certifying compliance. The form is located on the SHBP website www.dch.georgia.gov/shbp-publications-forms, under "Additional Benefits and Surcharges" or by calling 800-610-1853
- Submit the signed SHBP 2014 Active Employee Non-Tobacco Users Affidavit Form, the Letter of Completion from the online or telephonic wellness coaching program and your confirmation of completion of the online Well-Being Assessment to your payroll location benefit coordinator, who will complete the required deduction information and submit to SHBP for processing.

If you are Tobacco-Free for 60 days or more you are subject to the tobacco surcharge unless you do the following:

You must:

- Complete the online Healthways Well-Being Assessment in 2014 at BeWellSHBP.com and click “Member Login” to begin.
- Print confirmation of completion of the online Well-Being Assessment
- Complete either an online or telephonic wellness coaching program through Healthways in 2014
- Call Healthways at 888-616-6411 to obtain a Letter of Completion from the wellness coaching program
- Complete and sign the SHBP 2014 Active Employee Non-Tobacco Users Cessation Affidavit Form located at www.dch.georgia.gov/shbp under “Additional Benefits and Surcharges”.
- Submit the signed SHBP 2014 Active Employee Non-Tobacco Users Cessation Affidavit Form, the Letter of Completion of the online or telephonic wellness coaching program and confirmation of completion of the online Well-Being Assessment to your payroll location benefit coordinator, who will complete the required deduction information and submit to SHBP for processing.

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INSTRUCTIONS FOR ACCESSING THE HEALTHWAYS WELL-BEING ASSESSMENT AND WELLNESS PROGRAMS

To take the online Well-Being Assessment:

1. **Go to BeWellSHBP.com and click 'Member Login'**
2. Click the **"Start Assessment"** to begin.
3. You will be asked to enter your five credentials of **First Name, Last Name, Date of Birth, Zip Code and Gender**. This information should be entered exactly as it appears on your BCBSGa medical insurance card.
4. Enter and confirm your preferred email and click Create Email.
5. A verification email from "Healthways WBA" will be sent to you. Open it and click on the link provided in the body. Click **"Next"** to acknowledge your email verification.
6. Click **"Take Well-Being Assessment"** to begin your WBA.
7. Within 24 hours after completing your Well-Being Assessment, you will receive an email from "Healthways WBA" letting you know it is time to create your Well-Being Plan.

To utilize an online wellness coaching program:

1. **Go to BeWellSHBP.com and click "Member Login"**
2. **Returning Users** will click **"Sign In"** then enter your user name and password that you created earlier.
3. **New Users** will click **"Sign Up"** and enter your five credentials of **First Name, Last Name, Date of Birth, Zip Code and Gender**. You must follow the steps outlined above to complete the Well-Being Assessment.
4. You can create your Well-Being Plan and begin your online wellness activities.

To register for a telephonic wellness coaching program:

1. Call Healthways at 888-616-6411.

