



**STATE HEALTH BENEFIT PLAN (SHBP)
NON-TOBACCO USERS SURCHARGE WAIVER POLICY AND
HEALTH RISK ASSESSMENT INSTRUCTIONS
JANUARY 1, 2009**

Non-tobacco users have the opportunity to have their tobacco surcharge removed by completion of a wellness requirement. Members will need to answer a health assessment questionnaire and access wellness information on their Health Plan's Web site. Removal is on a prospective basis only and SHBP will not make refunds for previous health deduction premiums as Internal Revenue Service rules do not allow premium changes to be made retroactively.

Specific instructions for accessing the health assessment questionnaire and wellness information are attached. Members will need to access the Web site offered by the health plan option in which they are enrolled.

Members who have not used tobacco products in the past 12 months and complete this program will have the tobacco surcharge removed from future premium payments for the Plan Year.

Upon completion of the wellness requirement, members should obtain the non-tobacco User's affidavit form available online at www.dch.georgia.gov/shbp_plans. Once the member has read and signed the affidavit, he/she must give it to his/her payroll location/benefit coordinator for submission to SHBP.

INSTRUCTIONS FOR ACCESSING THE HEALTH RISK ASSESSMENTS

CIGNA Healthcare

1. Log onto **www.myCIGNA.com** 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 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 selects 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 my *health & wellness center* page
4. On the 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 my *health & wellness center* home page. From here, you can take your health assessment or join an online health coaching program

UnitedHealthcare, Inc.

1. Click on 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 "Take a Health Assessment" button located in the right hand column
4. On the Health & Wellness Homepage, click on "Take a Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment"
6. Answer the questions and hit "Submit to the University of Michigan for Analysis"
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health and wellness profile
8. In addition to completion of the health assessment, you must download and review information from any wellness topic of interest

Kaiser Permanente

1. Click here www.kp.org to access the Kaiser Web-site or read the following instructions to access the health assessment and wellness information
2. Log on to www.kp.org
3. You will need to register with a User ID and password
4. Once the new page opens, go to “Health & Wellness” (bottom left side of page) to access the total health assessment
5. Click on total health assessment.
6. Under “Your Available Programs”, click on “Health Media Succeed”

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

CIGNA Healthcare	800-633-8519
United Healthcare	
High Deductible HP	877-246-4195
Definity HRA	800-396-6515
Choice (HMO)	866-527-9599
PPO	877-246-4189
Kaiser Permanente	800-611-1811