

## **STATE HEALTH BENEFIT PLAN (SHBP) 2013 ACTIVE EMPLOYEE TOBACCO USERS CESSATION POLICY**

This policy applies to members who (i) are paying the tobacco surcharge and (ii) are either tobacco users who are not able to achieve tobacco-free status due to a medical condition or were tobacco users who are now tobacco-free.

Both Cigna and UnitedHealthcare offer telephonic tobacco cessation wellness coaching programs to assist SHBP members to quit using tobacco products. SHBP members who enroll and are actively engaged in the telephonic tobacco cessation health coaching programs are eligible for coverage of tobacco cessation medications. For complete details or to sign-up for the coaching, call the Customer Service number on the back of your healthcare ID card.

This policy allows you to have the tobacco surcharge removed by completing the surcharge removal requirements through your health plan vendor (Cigna or UnitedHealthcare) as outlined below.

Removal of the tobacco surcharge is on a prospective basis only and SHBP will NOT refund any previously paid health premiums or surcharges.

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### **If you are unable to achieve tobacco-free status due to a medical condition**

#### **You must:**

- Submit a letter from your physician stating the medical reason that you are not able to achieve tobacco-free status
- Complete the online Health Assessment in 2013 through your health plan vendor at [mycigna.com](http://mycigna.com) for Cigna members or [myuhc.com](http://myuhc.com) for UnitedHealthcare members
- Print confirmation of completion of the online health assessment
- Complete a telephonic wellness coaching program through your health plan vendor, Cigna or UnitedHealthcare (UHC) in 2013\*
- Obtain a Certificate of Completion from the telephonic wellness coaching program
- Complete and sign the SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under "SHBP Plan Documents" or can be obtained by calling SHBP at 800-610-1863
- Submit the signed SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form, the Certificate of Completion from the telephonic wellness coaching program, confirmation of completion of the online health assessment,

and the inability to achieve tobacco-free status letter from the treating physician to your payroll location benefit coordinator who will complete the required deduction information and submit to SHBP for processing.

**\*NOTE:** you do not have to complete a telephonic **tobacco** cessation wellness coaching program

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### **Tobacco-Free less than 60 Days**

**You must:**

- Complete the online Health Assessment in 2013 through your health plan vendor at [mycigna.com](http://mycigna.com) for Cigna members or [myuhc.com](http://myuhc.com) for UnitedHealthcare members
  - Print confirmation of completion of the online health assessment
  - Complete a telephonic tobacco cessation wellness coaching program through Cigna or UnitedHealthcare in 2013
  - Obtain a Certificate of Completion from the telephonic tobacco cessation wellness coaching program
  - Remain tobacco-free for 60 days
  - Complete and sign the SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form located at [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under “Additional Benefits and Surcharges”
  - Submit the signed SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form, and your confirmation of completion of the online health assessment and your Certificate of Completion of the telephonic tobacco cessation wellness coaching program to your payroll location benefit coordinator, who will complete the required deduction information and submit to SHBP for processing.
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### **Tobacco-Free for 60 Days or More**

**You must:**

- Complete the online Health Assessment in 2013 through your health plan vendor at [mycigna.com](http://mycigna.com) for Cigna members or [myuhc.com](http://myuhc.com) for UnitedHealthcare members
- Print confirmation of completion of the online health assessment
- Complete either an online or telephonic wellness coaching program through your health plan vendor, Cigna or UnitedHealthcare in 2013\*
- Obtain a Certificate of Completion from the wellness coaching program
- Complete and sign the SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form located at [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp) under “Additional Benefits and Surcharges”.
- Submit the signed SHBP 2013 Active Employee Tobacco Users Cessation Affidavit Form, the Certificate of Completion of the online or telephonic wellness

coaching program and confirmation of completion of the online health assessment to your payroll location benefit coordinator, who will complete the required deduction information and submit to SHBP for processing.

**\*NOTE:** You are not required to complete a telephonic **tobacco** cessation wellness coaching program

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## INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS

### Cigna Healthcare

#### To take the online health assessment:

- 1. Go to myCigna.com**
  - If you have not previously registered for My Health & Wellness Center or **myCigna**, select the “Register” button and complete the registration process.
  - If you have previously registered for *My Health & Wellness Center* or **myCigna**, log in with your User ID and Password.
- 2. Select the “Take My Health Assessment” link on the homepage.** Just look for the big red apple in the center of the screen. The health assessment link will be one of the rotating options on the homepage.
- 3. After selecting “Take My Health Assessment”** you will be transferred to the My Health & Wellness Center homepage where you can complete the health assessment.

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

- 1. Go to myCigna.com**
  - If you have not previously registered for My Health & Wellness Center or **myCigna**, select the “Register” button and complete the registration process.
  - If you have previously registered for *My Health & Wellness Center* or **myCigna**, log in
- 2. Once logged in** Click on the “Manage My Health” tab
- 3. Click on “My Health Assessment”** to access the “My Health & Wellness Center” home page
- 4. Select and complete** the program of choice

#### To register for a telephonic wellness coaching program:

- 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 Username 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 and for your records. Your completed health assessment will personalize your online health & wellness experience.

### To utilize an online wellness coaching program:

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

### To register for a telephonic wellness coaching program:

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 number on the back of your member ID card.***