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## **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 well-being vendor Healthways as outlined below.

If you complete the well-being coaching program, you will be able to avoid the surcharge for the entire year. This means that any surcharge paid prior to completion of the well-being coaching program will be refunded. All tobacco surcharge removal requirements must be completed in 2014.

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

### **Tobacco 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:**

1. Complete the online Healthways Well-Being Assessment in 2014 at [BeWellSHBP.com](http://BeWellSHBP.com). by clicking "Take My Well-Being Assessment" to begin.
2. Once you complete your Well-Being Assessment within 24 hours you will receive an email from Healthways to create your Well-Being Plan. Please complete your Well-Being Plan.
3. Complete a telephonic well-being coaching program through Healthways by calling 1-888-616-6411 to enroll. **Or** record 5 online well-being activities using the same tracker within 4 consecutive weeks **twice**. For example, track exercise 5 times **and** track food 5 times.
4. Once you have completed Steps 1, 2 and 3 above, call Healthways at: 1-888-616-6411, select the coaching option, and notify them that you have completed the requirements for tobacco surcharge removal and request a Letter of Completion to retain for your records.

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

**You must:**

1. Complete the online Healthways Well-Being Assessment in 2014 at BeWellSHBP.com. by clicking "Take My Well-Being Assessment" to begin.
2. Once you complete your Well-Being Assessment within 24 hours you will receive an email from Healthways to create your Well-Being Plan. Please complete your Well-Being Plan.
3. Complete a telephonic well-being coaching program through Healthways by calling 1-888-616-6411 to enroll. **Or** record 5 online well-being activities using the same tracker within 4 consecutive weeks **twice**. For example, track exercise 5 times **and** track food 5 times.
4. Once you have completed Steps 1, 2 and 3 above, call Healthways at: 1-888-616-6411, select the coaching option, and notify them that you have completed the requirements for tobacco surcharge removal and request a Letter of Completion to retain for your records.

If you think you might be unable to complete the well-being coaching program, you might qualify for an opportunity to avoid the tobacco surcharge by different means. Contact Healthways at 1-888-616-6411 and we will work with you (and, if you wish, with your doctor) to find a well-being program with the same reward that is right for you in light of your health status.