



**STATE HEALTH BENEFIT PLAN (SHBP)
2015 ACTIVE EMPLOYEE
NON TOBACCO USERS CESSATION POLICY
FOR KAISER PERMANENTE (KP) MEMBERS**

This policy applies to SHBP members covered under KP who are not tobacco users and paying the tobacco surcharge due to an error in the election during enrollment. This policy allows you to have the tobacco surcharge removed by completing the Tobacco Surcharge Removal Requirements through KP as outlined below.

The maximum surcharge applies if the member or any of the member's covered dependents are not tobacco-free or do not complete the Tobacco Surcharge Removal Requirements.

If you and your covered dependents complete the Tobacco Surcharge Removal Requirements, you will be able to avoid the surcharge for the entire year. This means that any surcharge paid prior to completion the program may be refunded.



TOBACCO SURCHARGE REMOVAL REQUIREMENTS – Kaiser Permanente

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. Go to <https://healthworks.kp.org/shbp> and click on the sign-on button.
 - Sign on by entering your kp.org user ID and password.
 - If you are not registered at kp.org, click the “Register now” button to obtain a user ID and password.
2. Go to www.kp.org/healthylifestyles
 - Select “Take a total health assessment”
 - Log in, then click ‘Continue to healthy lifestyle programs’
 - Click on HealthMedia® Succeed™ (It takes most people about 20- 30 minutes to complete)

The Total Health Assessment (THA) is an important part of your screening process. Get a personalized report that:

- Shows your most important health risks and where simple changes will have the biggest impact
- Is tailored to your concerns and readiness to change
- Can help your doctor create a better care plan for you

3. Complete any Healthy Living class, wellness coaching by phone or any online Healthy Lifestyles program in 2015.
 - Healthy Living Classes are offered at Kaiser Permanente medical offices or conveniently at a worksite. In addition, most of the classes are available to non-members. A class listing is available online at kp.org/classes or in print through our Healthy Living catalog.
 - Members call KP at 404-365-0966 or 800-611-1811 or online at kp.org/classes
 - Non-members call 404-364-7117
 - Wellness Coaching: Whether you are trying to lose weight or manage stress, getting started and staying motivated can be a challenge. The wellness specialist will provide the extra support you need to make healthy changes and stick with them. Members can call 866-862-4295 to schedule a wellness coaching session by phone, Monday through Friday, from 9 am to 10 pm ET.
 - Online programs: Enroll in other online Healthy Lifestyle programs to help you: manage ongoing conditions, lose weight, eat healthy, and reduce stress. All programs can be access on www.kp.org/classes/mas. Please be sure to complete the program in its entirety.
4. Notify KP at 855-512-5997 that you have completed the Tobacco Surcharge Removal Requirements and request a Letter of Completion to retain for your records.



5. Once you have completed Steps 1, 2, 3 and 4 above, KP will send a notification to SHBP of your program completion.