



STATE HEALTH BENEFIT PLAN (SHBP) 2016 ACTIVE EMPLOYEE NON-TOBACCO USERS CESSATION POLICY FOR KAISER PERMANENTE (KP) MEMBERS

This policy applies to Kaiser Permanente members who are **NOT** tobacco users and are paying the tobacco surcharge due to an error in their election during enrollment. This policy allows the tobacco surcharge to be removed by completing the Tobacco Surcharge Removal Requirements through Kaiser Permanente.

The surcharge (\$80 per month) applies if the member or any of the member's enrolled dependents are not tobacco-free or do not complete the Tobacco Surcharge Removal Requirements.

If you and your enrolled dependents complete the Tobacco Surcharge Removal Requirements, you will be able to avoid the surcharge for the entire year. This means that all of the tobacco surcharge you paid in 2016 may be refunded after the completion of all of the Tobacco Surcharge Removal Requirements. All Tobacco Surcharge Removal Requirements must be completed in 2016.

The following steps are for SHBP members covered under the Kaiser Permanente Plan Option ONLY and will not satisfy surcharge removal requirements for members enrolled in other Plan Options. Tobacco-Free means that you have not used tobacco products within the last 60 days.

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 2016.
 - 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.
 - 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 accessed on www.kp.org/classes/mas. Please be sure to complete the program in its entirety.
4. Notify Kaiser Permanente at 855-512-5997 that you have completed the Tobacco Surcharge Removal Requirements and request a Letter of Completion to retain for your records.

If you think you might be unable to complete the Tobacco Surcharge Removal Requirements, you might qualify for an opportunity to avoid the tobacco surcharge by different means. Contact Kaiser Permanente at 855-512-5997 and we will work with you (and, if you wish, with your doctor) to find a program with the same reward that is right for you in light of your health status.