



STATE HEALTH BENEFIT PLAN (SHBP) 2013 RETIREE 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.

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 for Cigna members or 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 Retiree Tobacco Users Cessation Affidavit Form. The form is located on the SHBP website www.dch.georgia.gov/shbp, under "Additional Benefits and Surcharges" or can be obtained by calling SHBP at 800-610-1863
- Submit the signed SHBP 2013 Retiree 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 SHBP for processing at **P.O. Box 1990, Atlanta, GA 30301-1990**

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

Tobacco-Free less than 60 Days

You must:

- Complete the online Health Assessment in 2013 through your health plan vendor at mycigna.com for Cigna members or 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 Retiree Tobacco Users Cessation Affidavit Form located at www.dch.georgia.gov/shbp, under “Additional Benefits and Surcharges” or can be obtained by calling SHBP at 800-610-1863
 - Submit the signed SHBP 2013 Retiree 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 SHBP for processing at **P.O. Box 1990, Atlanta, GA 30301-1990**
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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 for Cigna members or 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 Retiree Tobacco Users Cessation Affidavit Form. The form is located on the SHBP website www.dch.georgia.gov/shbp, under “Additional Benefits and Surcharges” or can be obtained by calling SHBP at 800-610-1863

- Submit the signed SHBP 2013 Retiree 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 SHBP for processing at **P.O. Box 1990, Atlanta, GA 30301-1990**

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

NOTE: Specific instructions for accessing the wellness programs are outlined below.

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 take the health assessment.

To utilize an online wellness program:

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 log in 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. Once logged in
2. Click on the “Manage My Health” tab
3. Click on “My Health Assessment” to access the “My Health & Wellness Center” home page
4. Select program of choice

To register for telephonic health coaching:

Call the number on the back of your member ID card

UnitedHealthcare

To take the online health assessment:

1. Click on 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. You may also print for your records. Your completed Health Assessment will personalize your online health & wellness experience.

To utilize an online wellness program:

1. Click on www.myuhc.com.
2. Click on "Site Login" and Username and Password or "Need a Username and Password" first time user
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

To register for telephonic coaching:

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 of your Health Plan Vendor.