



**Annual Physical Exam Verification
Biometric Target Screening Verification**

WELLPOINTS

City of Dallas Instructions for Physicians and Employees

Employee Wellness Incentive Program

This form is to be used by eligible City of Dallas employees (full- or part-time) who would like to submit their Annual Physical Exam or Biometric Target Screening results to the Benefits Service Center as part of their participation in the WellPoints Employee Wellness Incentive Program.

For the Biometric Target Screening, the following measures must be collected and reported via a physician:

- Blood Pressure
- Body Mass Index (BMI)
- Fasting LDL Cholesterol
- Fasting Glucose (Blood Sugar)

The employee must submit results to the Benefits Service Center no later than **August 31, 2014**.

Instructions for Physician:

Complete Section 2 of the form (if applicable).

Complete Section 3 of the form and return it to the patient (employee) for submission.

Instructions for City of Dallas Employee:

Complete Section 1 of the form—including signature—and present the form to your physician at your medical appointment. Instruct the physician to complete the required information. You must submit the completed form directly to the Benefits Service Center (mail or hand-deliver). The form cannot be submitted via fax or email.

**Benefits Service Center
Dallas City Hall
1500 Marilla Street, Room 1DS
Dallas, TX 75201
(Phone) 1-855-656-9114
(Hours) 8:15 a.m. to 5:15 p.m. (Monday thru Friday)**

Employee Reminders

The Benefits Service Center cannot accept a faxed or electronic copy of your results. Please mail or hand-deliver the results to the address provided. Submit all results by August 31, 2014.

WellAware



Your Health Matters

City of Dallas Employee Wellness Program



SECTION 1: PHYSICIAN INSTRUCTIONS

Dear Physician:

The City of Dallas has initiated a new wellness incentive program called **WellPoints**. As a WellPoints participant, an employee may receive incentives through maintaining a healthy lifestyle. One of the measures required to participate in WellPoints is the completion of an annual physical exam.

Employees earn wellness points for meeting the following biometric targets:

Biometric Target Screening Values Key Measures & Targets	
Body Mass Index (BMI) Less Than 30	Blood Pressure Systolic: Less Than 140 Diastolic: Less Than 90
Fasting LDL Cholesterol Less Than 130	Fasting Glucose (Blood Sugar) Less Than 100

Physician: Please complete Section 2. The employee must return the completed form to the City of Dallas Benefits Service Center upon your completion. It cannot be faxed or emailed.

Note: If you believe the established target is contraindicated for the health of your patient, the patient may achieve the desired wellness points by participating in other programs such as WellAware learning seminars, WellAware health fairs and online coaching programs.

SECTION 2: PATIENT INFORMATION (Patient: Complete this section. Please print.)

First Name: _____ Last Name: _____

Employee ID: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ - _____

Gender: Male Female Date of Birth: ____/____/____ Age: _____

Signature: _____ Date: ____/____/____

PATIENT : This form must be submitted by August 31, 2014. Do not fax or email.

SECTION 3: PATIENT BIOMETRIC TARGETS

PHYSICIAN: Place your signature on the line next to the number of biometric targets the employee met. Use the Biometric Target parameters listed in Section 1.

0-1 Target Met _____

2 Targets Met _____

3 Targets Met _____

4 Targets Met _____

Exam Date: ____/____/____

Phone: (____) _____ - _____

SECTION 4: ANNUAL PHYSICAL EXAM VERIFICATION

PHYSICIAN: Your signature below confirms that the employee has received an annual physical exam.

Physician Signature: _____ Date: ____/____/____