



QUALIFYING EVENTS FOR PLAN YEAR 2022

The Qualifying Event Time Frame is 1/1/2021 - 8/31/2021

Qualifying Events (QE) Deadlines:

- Lab Work: June 30, 2021
- All other Qualifying Events: August 31, 2021

Qualifying Event (QE) Checklist

Everyone* enrolled in the YourChoice Health Plan must complete Qualifying Events in order to qualify for the Better, Best, or Ultimate plan level.

Adult (age 19+ on Jan 1, 2021) Qualifying Events include:

- Blueprint for Wellness Lab Work (*Ultimate, Best, Better*) ****DEADLINE JUNE 30****
- Wellness Exam (*Ultimate, Best, Better*)
- Age-Based Screenings (*Ultimate, Best*)
- Diabetes QE (if member with diabetes) (*Ultimate, Best*)

Child (age 18 or under on Jan 1, 2021) Qualifying Events for the Ultimate Plan include:

- Wellness Exam
- Dental Exam

* You ARE NOT required to complete Qualifying Events if you are new on the YourChoice Health Plan with a Benefits Effective Date of 1/1/2021 or later. Contact your Insurance Coordinator if you need clarification.

SUBMIT BY 8/31/21:

- Wellness Exam Form
- Diabetes High-Risk Log Form, *if applicable**

*Diabetes log form should be submitted to Florey Miller

** MCSO - submit to Insurance Coordinator only

1. Turn in to Insurance Coordinator, OR
2. Upload in Benefit Express** (instructions on p. 12), OR
3. Turn in to Employee Health Benefits
5213 4th Ave Circle E, Bradenton, FL 34208
diane.glasser@mymanatee.org
Fax: (941) 741-2980

Refer to the following pages for more information.



2 | WHAT'S NEW & PLAN LEVELS

WHAT'S NEW

- **The Wellness Exam Form no longer requires a physician's signature.** However, the forms are required and are subject to audit. If an audit reveals information to be inaccurate, your plan level may be downgraded.
- **Members with diabetes no longer have a separate QE form** - the questions have been included in the regular QE Wellness Exam Forms. Members with A1C of 9.0 still have a separate log form that will need to be submitted to Florey Miller.
- **Nicotine-Exposed members no longer need to complete additional Qualifying Events.** Those who quit and wish to upgrade to the Ultimate Plan Level must still complete the early upgrade process.

NEW

HEALTH PLAN LEVELS

The completion of specific Qualifying Events (QE) determines your plan level for the following year. All 4 plan levels have the same premium, prescription and LAMP benefits. The only difference among the 4 plan levels is level of reimbursement (deductible, coinsurance, out of pocket costs, etc.).

Ultimate Plan:

- Must be *non*-nicotine exposed for this plan level
- Highest Level of Reimbursement
- \$0 deductible; no co-insurance

Better Plan:

- Middle Level of Reimbursement
- \$500 deductible and 25% co-insurance applies

Best Plan:

- Middle to Highest Level of Reimbursement
- \$250 deductible; 20% co-insurance

Basic Plan:

- Lowest Level of Reimbursement
- \$1000 deductible and 50% co-insurance applies
- **No QE requirements**

Children are only eligible for the **Ultimate** or **Better** Plan Levels. No Child Qualifying Events are required for the Better Plan.

WHY YOUR PLAN LEVEL MATTERS

If you're relatively healthy and only see your doctor for wellness exams and maybe one sick visit a year, you may think it's not worth your time to complete annual qualifying events. But consider this: according to the CDC, more than 20% of American's visit the emergency room each year. If you have an emergency, how much would you expect to pay? Consider John...

John is healthy. He is at a healthy weight, exercises several times a week, and doesn't smoke. One day, John finds himself in the hospital undergoing an emergency appendectomy which costs, on average, \$33,000. John didn't complete any qualifying events, which means he is in the basic plan level. After the surgery, John owes:

Deductible:	\$2,000 (Physician deductible + Hospital deductible)
50% Coinsurance max:	\$8,000 (Physician and Hospital Charges)
Total Due:	\$10,000 (which is the annual out of pocket maximum)

If John was in the Ultimate Plan Level, he would have \$0 deductible, 0% coinsurance, and \$0 due.


BLUEPRINT FOR WELLNESS LAB WORK

DEADLINE: JUNE 30, 2021

Fasting Lab Work must be completed at one of the designated Lab Draw Sites listed below no more than 60 days prior to your Wellness Exam, and **no later than June 30th**. Refer to the tip sheet on page 5 for instructions to ensure accurate results.

QE LAB LOCATIONS

1. **Quest Patient Service Center (PSC)** You must create an Electronic Requisition (EREQ) online for this location prior to arrival (see page 4). Online appointment scheduling is available when creating the EREQ.
2. **All For Life (previously known as IMM Industrial Medical Management)** EREQ not available for this location
MSO Operations Center for MSO Personnel only
 Walk-ins on Tuesday/Thursday, 7:30am-11am, first come/first served. Upon arrival, request a “Manatee Blueprint for Wellness Test REQ” and show your insurance card. Call 941.780.6161 for more information.



The Blueprint for Wellness Lab Work that you complete for Qualifying Events will automatically enroll you in the Health First program. When you receive your Blueprint for Wellness Booklet (usually 2-3 weeks after completing labs), turn to page 3 to see your results. If you have 3 or more in range you will automatically receive \$400 in Health Bucks for 2022. If 3 or more are out of range you can still earn Health Bucks but you will have additional steps. **Health First is an optional incentive program and is not tied to your plan level.**

Visit <https://manateeyourchoice.com/wellbeing-programs/health-bucks> to learn more.

LAB WORK FREQUENTLY ASKED QUESTIONS

1. **Why can't I get Qualifying Labs done in my Physicians Office or at a different Lab?**
 A special process is needed in order for the Lab Work Results to properly integrate with our systems and so that you are automatically enrolled in to the NEW Health Bucks Program “Health First”. Therefore, only trained designated sites (Quest and All for Life/IMM) can conduct the QE Lab Work.
2. **OTHER LAB WORK: Can I get other Lab Work done at the same time as my qualifying labs?**
 YES. Additional Labs can be drawn at a Quest location, but to avoid potential processing errors, it is not recommended. If your Physician needs additional labs, s/he will need to provide a lab slip. Please be sure the lab is aware that 2 separate lab orders need to be drawn.
3. **What does my Qualifying Lab Work Include?**
 The Manatee YourChoice Health Plan Blueprint FASTING Lab Work includes: CBC * CMP * Electrolytes * Liver and Kidney Function * Lipid Profile * TSH w/reflex to FT4 * Hemoglobin A1C * Cotinine (Measures Nicotine Level) * PSA for men age 45 and over * Microalbumin urine test for members with diabetes.
4. **Do I need to FAST before my lab draw?**
 YES. DRINK only WATER. Do not eat or drink anything EXCEPT WATER AND MEDICATIONS for at least 9 hours prior to your lab draw appointment.

4 | CREATING AN EREQ

CREATING AN EREQ FOR BLUEPRINT LAB WORK AT QUEST

NOTE: An Electronic Requisition (EREQ) is not available for labs done at All For Life (formerly IMM). Upon arrival, request the "Manatee Blueprint for Wellness Test" and a technician will create the EREQ for you.

For Assistance with the Blueprint for Wellness website, including forgot username or password, or to create an EREQ over the phone, call **1.855.623.9355**.
If Blueprint is unable to assist you, please call 941.748.4501 x6412.

LOG IN AT WWW.MANATEEYOURCHOICE.COM > BENEFIT LOGIN > BLUEPRINT FOR WELLNESS

Detailed Instructions are available at <https://manateeyourchoice.com/employee-benefits/qualifying-events>

- Select "Log In" **if logged in last year** - use your previously created username and password
- Or, "Create an account" if you **did NOT** log in the past few years

Registration Key: Manatee

ID#: Participants 8 Digit Date of Birth MMDDYYYY + Last 4 Digits of SS#

Each adult family member has their own 12 digit ID#. Write down your username and password, it is needed to view results.

- Under "Wellness Screening" click "**Schedule a Screening**".
- **Follow steps to schedule appt** (or choose walk-in) at a Patient Service Center (PSC) to create your EREQ.
- Once your EREQ is complete, you will receive a confirmation screen with your appt information, info on how to prepare for your appointment, and an option to download and print your requisition.
- It is recommended you **print the requisition** and take it to your lab draw, or have it digitally available.
- If you click on "**back to dashboard**" from the confirmation page, you will see your appointment time with the **option to cancel, reschedule, or add the appointment to your calendar**.

Wellness Screening

To get started, select an appointment method below.

Patient Service Center

Schedule a screening at a nearby Quest Diagnostics location.

[Schedule a Screening ▶](#)

Patient Service Center

Quest Diagnostics
Bradenton
701 Manatee Avenue West
Suite 102
Bradenton, FL 34205-8811

Saturday, Feb 09, 2019
8:15 AM

More Location Information

Near the Post Office Downtown Between
301 and the Courthouse .

[Print Order Requisition](#)

Scheduled

Patient Service Center

Quest Diagnostics
Bradenton
701 Manatee Avenue West
Suite 102
Bradenton, FL 34205-8811

Saturday, Feb 09, 2019
8:15 AM

[Reschedule ▶](#) [Cancel ▶](#)

[Need More information?](#)

[Download to Calendar](#)

LAB WORK RESULTS

- You will receive an email notification once your results are ready. Access your results by logging on to the Blueprint System using the username and password you created for your EREQ. Results will also be mailed to your home.
- Results are not sent to your Physician unless you enter their fax number **when viewing the results online**. You must take your Lab Work Results to your Physician during your wellness exam.
- If your results are not received or posted online in time for your Wellness Exam call 941.748.4501 x6412.

Tips for Accurate QUEST Results

Quest lab results tied to Health First Health Bucks program!



Accurate lab work and screenings help your provider identify potential health concerns and provide the best possible care. Additionally, your Blueprint for Wellness lab work is used for the Health First Health Bucks program.

Print your EREQ and take it with you to your appointment

- This helps ensure you receive the correct lab work and screenings.

Remember to Fast and Drink Water!

- Do not eat or drink for at least 9 hours prior to appointment except water and medications.
- Drink plenty of water - hydration is key for venipuncture.

BMI: Height & Weight

- Remove shoes and anything that adds weight such as work gear, cell phones, etc.
- Stand up tall when measuring height - don't slouch!

Blood Pressure

- Sit with your back supported and legs uncrossed.
- Put the cuff on your bare arm - cuff over clothing can read higher.
- Take a few deep breaths before your blood pressure reading. It can lower your blood pressure up to 5 points.
- Silence is key. Conversation and active listening can cause a higher reading. If the tech is talking to you while taking your blood pressure, ask him/her to please refrain from speaking and re-take after a couple of deep breaths.
- Ask the tech about your blood pressure reading before they document it. If it is higher than normal, ask them to retake. Take a few deep breaths again for about 30 seconds before re-testing.

Confirm Values Before You Leave

- If something doesn't sound right, ask them to re-test before you leave!

REMEMBER, Health First is an optional incentive program and is not tied to your plan level.

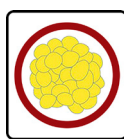
Health First Lab Values Include:



Body Mass Index
(BMI) <30



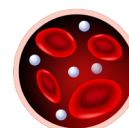
HDL Cholesterol
≥40 mg/dL (men)
≥50 mg/dL (women)



Triglycerides
<150mg/dL



Blood Pressure
<130/85 mmHg



Fasting Blood
Glucose
<100 mg/dL

YourChoice Health Plan covers one wellness exam per calendar year. It does not need to be 365 days since your last wellness exam. Ask your provider to call the phone number on the back of your insurance card to verify benefits.

ADULT WELLNESS EXAM

Schedule your exam with your Primary Care Physician. **You must take your completed lab results with you to this appointment.**

The Wellness Exam typically includes the following:

- Height/Weight
- Blood Pressure
- Listen to Heart & Lungs with Stethoscope
- Skin Screening
- Testicular Screening for men
- Review Personal/Family Medical History
- Review and Discuss Blood Work Results (member must complete prior to the exam)

ATTN BCC EMPLOYEES: Per Personnel Policy, Rules and Procedures, Section XX-AA.6.d (Drug Free Workplace Program), all employees holding safety sensitive/special risk positions (those subject to random drug testing) must report any prescription or over-the-counter medications which carry a warning label that indicates mental functioning, motor skills, or judgement may be adversely affected. To comply, you must utilize the official reporting form (HR 193 DFWP Release to Work). **Your wellness exam is an excellent opportunity to update this form and ensure that you are in compliance with this policy.** If you have additional questions, contact Tamie Langman in Human Resources (x3861) or you can download the form here.



After your wellness exam, if you schedule for the following year, plan to complete next year's Qualifying Events between January 1 - August 31, 2022.

CHILD WELLNESS AND DENTAL EXAM

Children through age 18 (as of January 1, 2021) are eligible for the Ultimate and Better plans. There are no QE requirements for the Better plan. To be on the Ultimate plan, children must complete:

- **Annual Comprehensive Physical Exam** with review of patient history and developmental assessment.
- **Annual Preventive Care Dental Exam and Cleaning** (Applicable for children age 3-18 only)
 - Child Preventive Dental Care is offered to ALL children enrolled in the Manatee YourChoice Medical Plan with no deductible or copay. The Plan covers an annual routine dental exam, cleaning, sealants, fillings, and x-rays.
 - Members can utilize In or Out-of-Network Dentists. In-Network Dentists agree to accept the contracted rate for covered services. Out-of-Network Dentists are reimbursed the same amount as Network Dentists, however, they have the option to bill the patient for the difference between what the plan pays and their billed charge.

HOW TO FIND A DOCTOR

To search for an in-network provider, visit manateeyourchoice.com and click "provider directory" at the top of the page. YourChoice Health Plan utilizes the **AETNA CHOICE POSII (OPEN ACCESS)** Network. You are able to search by zip code and provider type (i.e. primary care, specialist, pediatrician), and narrow results based on factors such as gender, language, hospital affiliation, etc. For help finding a network provider based on your needs, please contact our nurse advocates at 941.741.2963, option 3.

AGE-BASED SCREENINGS

Complete all required Age Based Screenings with appropriate providers and document on the Wellness Exam Form (NOTE: Physician signature not required). Screenings are based on AAFP, ACS, NIH, and/or CDC recommendations. Complete according to the age guidelines provided or as physician ordered.

MALE

- Skin Screening | Conducted annually during wellness exam
- Testicular Exam | Conducted annually during wellness exam
- Colorectal Screening | starting at age 50 (based on age as of 1/1/21)
 - Colonoscopy every 10 years | PLAN AHEAD – The entire process could take up to 3 months, start to finish!
 - OR, FIT-DNA Stool Test (i.e. Cologuard) every 3 years | DNA sample must be mailed by August 31st.
 - OR, CT Colonography every 5 years | Precertification required, restrictions apply.

FEMALE

- Skin Screening | Conducted annually during wellness exam
- Clinical Breast Exam | Annually
- Pelvic Exam⁺ | Annually
- Pap Smear^{**} | Every 3 years starting at age 21 or as recommended by physician (based on age as of 1/1/21)
- Mammogram | Every 2 years starting at age 40, annually starting at age 50 (based on age as of 1/1/21)
- Colorectal Screening | starting at age 50 (based on age as of 1/1/21)
 - Colonoscopy every 10 years | PLAN AHEAD – The entire process could take up to 3 months, start to finish!
 - OR, FIT-DNA Stool Test (i.e. Cologuard) every 3 years | DNA sample must be mailed by August 31st.
 - OR, CT Colonography every 5 years | Precertification required, restrictions apply.

**In some cases the pap smear may not be applicable. However, this must be noted this on the exam form.*

⁺Pap Smear and Pelvic Exams can be done by an OB/GYN or Primary Care Physician.

If the above screenings have already been completed according to the age guidelines given, you are not required to repeat.

Manatee YourChoice Health Plan is committed to helping you achieve your best health. If you are unable to complete a Qualifying Event requirement due to a medical condition, you might qualify for an opportunity to complete the requirement by different means. Contact us and we will work with you and your physician to find an alternative that is right for you in light of your health status.

SUBMIT YOUR WELLNESS EXAM FORM BY AUGUST 31, 2021

QE Forms can be found at manateeyourchoice.com in the Resource Library.

You do not need to wait until August 31 to submit your form and you do not need to submit family forms together.

DIABETES QUALIFYING EVENTS | If person with diabetes

TO QUALIFY FOR THE ULTIMATE PLAN OR BEST PLAN, ALL MEMBERS WITH DIABETES MUST:

- Obtain Quest Blueprint for Wellness labs and urine microalbumin test (refer to page 3)
- Receive a physical/wellness exam, including a foot exam, by your primary care physician (refer to page 6)
- Complete age-based screenings (refer to page 7)
- Have an annual dilated eye exam by an ophthalmologist or optometrist
- Meet all other criteria listed below based on last year's A1C level (if you did not complete labs in 2020, your 2019 A1C should be used)

**NEWLY
DIAGNOSED
OR
NEW ENROLLEE**

IF YOU ARE NEWLY DIAGNOSED WITH DIABETES (between 6/1/19 and 5/31/21) or are a new enrollee and have existing diabetes, you must take "The Basics of Diabetes Care" and "What Can I Eat?" either in person or virtually in addition to the requirements listed above.

**IN CONTROL
7.0
OR BELOW**

IF YOUR 2020 QUALIFYING A1C WAS 7.0 OR BELOW, you do not need to do anything other than the requirements listed above. Plus, maintain an A1C at 7.0 or below and you will automatically earn \$300 in Health Bucks for 2022 through the Mission Control program!

**TYPE 1
7.1 - 8.9**

IF YOUR 2020 QUALIFYING A1C WAS 7.1 - 8.9 AND YOU HAVE TYPE 1 DIABETES:

- Complete the requirements listed above, AND
- Participate in one of the Type 1 Zoom Listening Sessions, OR
- Attend Survival Skills classes: "The Basics of Diabetes Care" AND "What Can I Eat" either in-person or virtual option.

**TYPE 2
7.1 - 8.9**

IF YOUR 2020 QUALIFYING A1C WAS 7.1 - 8.9 AND YOU HAVE TYPE 2 DIABETES:

- Complete the requirements listed above, AND
- Attend Survival Skills classes: "The Basics of Diabetes Care" AND "What Can I Eat" either in-person or virtual option. OR
- Take 16 week digital Omada T2 Diabetes program (must start by May 1)

**IN DANGER
9.0
OR ABOVE**

IF YOUR 2020 QUALIFYING A1C WAS 9.0 OR ABOVE:

- Complete the requirements listed above, AND
- Meet with your treating physician to review your care plan and get A1C lab every quarter* (Please use yellow Diabetes Qualifying Log to keep track of these labs and doctor visits), AND
- Attend Survival Skills classes: "The Basics of Diabetes Care" AND "What Can I Eat" either in-person or virtual option.

***Based on American Diabetes Association Recommendations.**

Find forms, logs, class descriptions, schedules, & registration at manateeyourchoice.com



Florey Miller, MS, RD, CDE

Registered Dietitian / Diabetes Educator

941.748.4501 x6410

fmiller@manateeyourchoice.com

DIABETES QE FREQUENTLY ASKED QUESTIONS

- **Can I use a more recent lab value to determine my Qualifying Requirements?**

No, everyone must use their 2020 Qualifying A1C lab value. If you did not complete QE Lab work in 2020, use your 2019 Qualifying A1C lab value.

- **How do I check what my 2020 Qualifying A1C value was?**

If you completed the Blueprint for Wellness lab work last year then your results can be accessed at www.manateeyourchoice.com >Benefit Login >Blueprint for Wellness. Otherwise, contact Florey Miller, Diabetes Educator, at 941.748.4501 x 6410 or fmiller@manateeyourchoice.com.

- **Why do we have to use our 2020 Qualifying A1C lab value?**

Using just one value taken at one time provides program consistency, eliminates discrepancies, and places all members at the same starting point.

- **Are quarterly physician visits required if my 2020 Qualifying A1C was below 9.0?**

No, but if your A1C is not at goal, it is highly recommended.

- **Do I have to complete Diabetes Education if my 2020 Qualifying A1C was 7.0 or below?**

No. Diabetes Education is only required for those with an A1C at 7.1 or above, members newly diagnosed with diabetes, or new enrollees with existing diabetes. However, you are welcome to attend or complete any Diabetes Education choices you would like.

- **What happens if I do not complete all my Diabetes Qualifying Events for this year?**

You will be downgraded into the Better Plan which has a deductible and co-insurance. Your total out of pocket expenses may reach \$2,400 while enrolled in the Better Plan.

FREQUENTLY ASKED QUESTIONS FOR THOSE WITH A1C AT 9.0 OR ABOVE

- **Why do those with A1C at 9.0 or above have extra Qualifying Requirements?**

American Diabetes Association recommendations say that those with an A1C at 9.0 or above are at highest risk for developing dangerous diabetic complications and advise quarterly A1C assessments, physician visits, and medication adjustments.

- **When do I need to start quarterly A1C labs and doctor visits?**

Begin now and continue quarterly. If you had an A1C above 9.0 last year, you will be continuing your quarterly lab and doctor visits without pause. Please use the Diabetes Qualifying Log Form to keep track of your lab and doctor visits.

- **How do I obtain a lab slip?**

You can get a lab slip to measure your A1C value from your physician or from Florey Miller, Diabetes Educator.

- **Can my annual County Blueprint labwork count for one of these quarterly A1C lab draws?**

Yes.

- **Is there a co-pay for quarterly physician visits?**

Yes. However, there is no co-pay for your annual physical exam, which counts for one of your quarterly visits.

- **What if I need to miss work to go to my quarterly physician visit?**

Those with a 2020 Qualifying A1C of 9.0 or above need to begin quarterly physician visits to help them bring their blood sugar out of the dangerous range. You will have to arrange this with your supervisor or use PMAL-sick time.

- **What if I do not complete quarterly visits?**

You must complete all Qualifying Events or you will be downgraded into the Better Plan, which has a deductible and co-insurance.

TOBACCO PROGRAM

Tobacco Qualifying Events are no longer required for the Best Plan Level. If you quit nicotine and wish to upgrade to the Ultimate Plan Level, you must complete the steps below.

UPGRADING TO THE ULTIMATE PLAN

When you quit nicotine and provide **two negative lab draws a minimum of 90 days apart**, you may be eligible to upgrade to the Ultimate Plan. If this process is completed mid-year, you may be able to upgrade early rather than wait for the next plan year

STEPS TO UPGRADE:

- 1. CALL YOUR TOBACCO ADVOCATE**, Vanessa Rene, at 941.748.4501 x6418 to advise that you're planning to upgrade to the Ultimate Plan. She will assist you in determining if other qualifying events are required, coordinate the lab draws and steps to qualify and will help you stay on track to upgrade.
- 2. DETERMINE IF OTHER QUALIFYING EVENTS ARE REQUIRED.** Medical qualifying events (Wellness Exam, Age-Based Screenings, and Diabetes Care if applicable) are required for members wanting to upgrade plan levels for any reason. Refer to pages 3-8 to determine what qualifying events you need to complete for the ULTIMATE plan.

HELP FOR QUITTING TOBACCO

When you're ready to quit, we'll be there to help. All nicotine exposed members – regardless of plan level – are eligible for the following resources:

Tobacco Cessation Aides

Pharmaceutical Interventions – Wellbutrin, Chantix

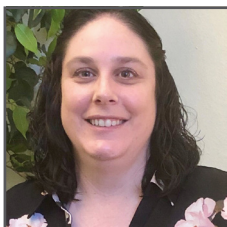
One-on-One Coaching

Contact Vanessa Rene at vrene@manateeyourchoice.com or 941.748.4501 x6418 for more information about these resources.



If your nicotine status has changed (you started using tobacco or quit using tobacco), you must contact Vanessa Rene at vrene@manateeyourchoice.com or 941.748.4501 x6418.

Failure to do so could result in a change to your plan level.



Vanessa Rene, CPHT, RPhT

Pharmacy Tech

941.748.4501 x6418

vrene@manateeyourchoice.com

DON'T WAIT UNTIL THE LAST MINUTE!

In order to complete all of your qualifying events before the August 31, 2021 deadline, you will need to plan ahead! We recommend the following timeline:

November - December 2020

- Call your doctor's office and schedule an appointment for early 2021. YourChoice covers one wellness exam every calendar year (Jan - Dec), so even if you had an exam in July 2020, you can have one in March 2021 at no cost.

January 2021

- Log in to QUEST BLUEPRINT to create an EREQ for your lab work and make an appointment at Quest no more than 60 days before your wellness exam appointment.
- Do you have diabetes? If so, refer to pages 8 & 9 in this packet and watch for your Diabetes QE Booklet to arrive in the mail this month to confirm your options for QE requirements and register for any classes you need to take. If you do not receive this booklet by the end of January, contact our diabetes educator, Florey at 941.748.4501 x6410.

February 2021

- Call your provider(s) to make an appointment for any age-based screenings you need to complete.
- Do you have children? If so, don't forget to schedule their wellness exams and dental screenings, too!

March 2021

- Do you need a colonoscopy? If you have not yet made an appointment with your doctor to start the process, do that now. The entire process can take 3 months!

April/May 2021

- Make any remaining appointments, and attend any classes you still need for diabetes.

June 2021

- If you have not completed your Quest Blueprint lab work, do that now. **The deadline for lab work is June 30th.**
- Double check with any dependents on your plan to ensure their QE's are complete.

July 2021

- Attend any last-minute appointments.

August 2021

- If you're using Cologuard, make sure your DNA sample is mailed by August 31st.
- **If you have not yet submitted your paperwork, do so by August 31!**

NOTE: Once everything is complete, review your wellness exam form. Make sure all information is complete and correct. Missing information could result in a lower plan level. Then, submit your paperwork to your insurance coordinator.

While the deadline is August 31, you should submit your paperwork as soon as it is complete.



We invest in a holistic wellbeing approach and offer programs and services in the areas of physical, emotional, financial, community, and career health. When each of these areas are well, our employees are able to bring their best selves to work and help us make Manatee County a premier place in which to live and work and play.

12 | UPLOADING IN BENEX

ATTN MCSO: Please submit to Insurance Coordinator only. Do not upload directly into Benefit Express.

SUBMIT BY 8/31/2021:

- Wellness Exam Form
- Diabetes High-Risk Log Form, *if applicable**

*Diabetes log form should be submitted directly to Florey Miller

1. Turn in to Insurance Coordinator, OR

2. Upload in Benefit Express, OR

3. Turn in to Employee Health Benefits

5213 4th Ave Circle E, Bradenton, FL 34208

diane.glasser@mymanatee.org

Fax: (941) 741-2980

Double check that your Exam Form is completed in full and then saved as a PDF as “2022 QE First Name Last Name.pdf”. For example, if your name is John Smith, the file would be saved as “2022 QE John Smith.pdf”. If you have dependents, each file should be saved, named, and uploaded separately. Child forms should add a “C” - 2022 QEC First Name Last Name.pdf - as this helps with our internal processes.

1. Log in to Benefit Express with the same credentials you used for Annual Enrollment.
 - Go to www.manateeyourchoice.com and click the blue benefits login box at the top of the page, then select “Enrollment System”. Or, go directly to www.manateeyourchoicererollment.com.
 - Use the password you set up during Annual Enrollment or follow the log in instructions on the screen.
2. On your homepage, click the “Upload Document” button.
3. File Type: Dependent Audit
4. Click “Browse” to find your file then click “upload”.
5. Once the file is uploaded, you will receive a message that says “Your file has been uploaded” and you can click close.
6. Follow steps 2-5 for each dependent.

Upload Document

WELLNESS FORM UPLOAD:

Before clicking the below “Upload Document” button, please make sure your signed Wellness Form(s) is/are named in the following format: **2022 QE Your First Name Last Name**.

Upload Document

File Upload

Click the **Browse** button below to select your file. **Please note:** The acceptable file formats include DOC, DOCX, TXT, CSV, GIF, JPG, PDF, PNG, RTF, TIFF, XLS, and XLSX. All other file extensions will be rejected. File size is limited to 10 MB.

File Type :

Browse

File chosen: 2022 QE John Smith.pdf

Upload

Once you have completed uploading your file, click the **Close** button below.

✓ Your file has uploaded successfully!

Close