



# Live Life Well Incentive

Earn up to \$30/month\* off your 2015 monthly benefits payment by completing these activities before October 31st!



## \$10 Health Screening/Assessment Discount

Complete a State-sponsored health screening with CareHere as soon as possible AND complete the Cigna Online Health Assessment with your health screening results.



## \$10 Tobacco Free Discount

Be tobacco free and report it on the Cigna Online Health Assessment.



## \$10 Next Steps Discount

Get your health screening, complete the Cigna Online Health Assessment, AND complete at least three of the following activities. (You will report them during Annual Change.)

- Make an appointment with a health coach at a Montana Health Center or join an online lifestyle/condition management program through Cigna, CareHere, or HCBD.
- Exercise an average of three days a week, 15 minutes a day.
- Get a dental exam.
- Get an eye exam.
- Update a vaccine (flu shot, tetanus, etc.).
- Get a routine annual physical exam.

\*Proof of these activities may be required. See FAQ on back for details.

**\*Double your money!** If you have a dependent age 18 or older or spouse/domestic partner on your plan and he/she completes the activities above, it doubles your discount—to a potential maximum of \$60/month off per policy holder.



To schedule a **Health Screening** go to [www.carehere.com](http://www.carehere.com), call (877)423-1330, or email [help.montana@carehere.com](mailto:help.montana@carehere.com)



To complete the **Cigna Online Health Assessment** go to [www.myCigna.com](http://www.myCigna.com), call (855)692-0131, or email [stateofmontana@cigna.com](mailto:stateofmontana@cigna.com)



# Frequently Asked Questions

**Q: What is the deadline for completing activities toward a discount?**

**A: October 31, 2014 is the last day to complete all activities.** Be aware:

- Health screenings and the Cigna health assessments must be completed between January 1, 2014 and October 31, 2014 to count towards your 2015 discount.
  - ◊ Even if you had a screening near the end of 2013, visit [www.carehere.com](http://www.carehere.com) to schedule it today!
  - ◊ There will be very few health screening appointments available after August.
  - ◊ It can take several days to get your screening information back, and you'll need this to fill out the Cigna Online Health Assessment to receive any discount.
- "Next Steps" activities must have been completed within the last year—November 1, 2013 through October 31, 2014
- New employees will have different deadlines because of system requirements.

**Q: What proof do I need that I completed Next Steps activities?**

**A:** A random sample of members will be required to provide verification of the activities they claimed. If you or your dependent are selected for the sample, you must fax, mail or email the requested documentation to HCBD. If you are claiming the next steps discount, it is a good idea to gather the following information as you complete activities and keep it on file in case you are selected for verification. Remember, you only need documentation for the activities you claim.

- A provider's note verifying your appointment date for health coaching, or verification of completion of a program.
- A print out of your confirmed appointment from CareHere or your provider's office.
- A receipt that includes the date an immunization took place.
- For the exercise component, a signed declaration that you participate in at least 3 days per week, 15 minutes per day of activity will be required. This will be sent to anyone selected for verification.
- Another form of acceptable verification as determined by Health Care and Benefits.

If you cannot provide verification for the activities you claim, you will NOT receive the Next Steps Discount in 2015.

**Q: How do I report that I completed "Next Steps" activities?**

**A:** The activities for the additional \$10 will be self-reported on the benefits elections site which will be available only during Annual Change in September-October 2014.

**Q: Where can I get detailed instructions about how to sign up for a health screening and complete my Cigna Online Health Assessment?**

**A:** Go to <http://www.benefits.mt.gov/pages/health.screenings.html>

**Q: How do I get my health screening if I don't live near a Montana Health Center?**

**A:** Montana Health Centers operated by CareHere will be performing onsite health screenings in many Montana cities and towns. Visit [benefits.mt.gov](http://benefits.mt.gov) to see a schedule of health screenings near you.

**Q: Where can I learn more about health coaching and online lifestyle/condition management programs?**

**A:** Go to [benefits.mt.gov](http://benefits.mt.gov) and look under the Live Life Well tab. Information on which specific programs count toward the discount can be found at <http://benefits.mt.gov/pages/1.files/incentive.faqs.pdf>.

**Q: Where can I get help to quit using tobacco?**

**A:** Go to <http://benefits.mt.gov/pages/wellness.tobacco.cessation.html>

**Q: What is the largest discount I can get if I use tobacco?**

**A:** A: If you use tobacco and have not completed a tobacco cessation program in 2014, your maximum discount is \$20/month—\$10 off for getting a health screening and completing the Cigna Online Health Assessment and \$10 off for completing three of the "Next Steps" activities. If you use tobacco, you may qualify for the tobacco discount if you certify that you completed one of the State's tobacco cessation programs between January 1, 2014 and October 31, 2014 or have a medical reason why you cannot quit using tobacco.

**Q: What constitutes tobacco free?**

**A:** If you have never used tobacco, quit years ago or quit recently, then you are not currently using tobacco and are eligible for the discount. If you completed one of the State's tobacco cessation programs (through Cigna, CareHere or DPHHS) during 2014 before October 31, 2014 and complete the form available on the HCBD website to certify that you completed the program, then you are eligible for the discount. If you have a medical reason why you cannot quit using tobacco, you may have your health care provider complete the exception form available on the HCBD website and qualify for the discount.

*Still have questions? Visit our Frequently Asked Questions Page <http://benefits.mt.gov/pages/1.files/incentive.faqs.pdf>*

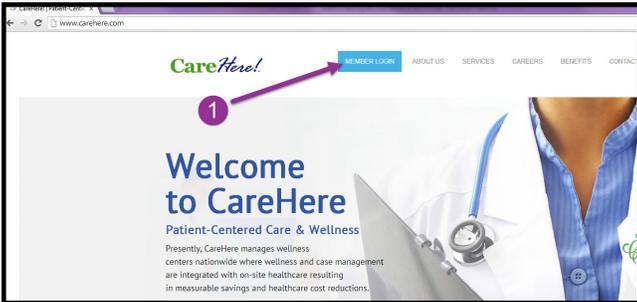


# State Sponsored Health Screening Registration Directions

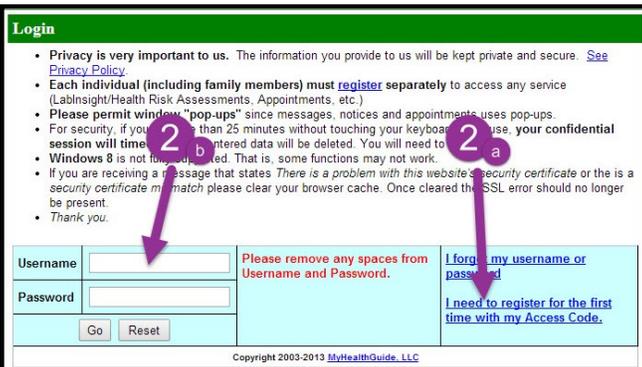
You can have your screening done at a Montana Health Center in Helena, Missoula, Billings, or Miles City or attend a state sponsored screening at a location near you. You must register and make an appointment for your screening. See instructions below.

## To Register

- Go to [www.carehere.com](http://www.carehere.com) and click **MEMBER LOGIN**.



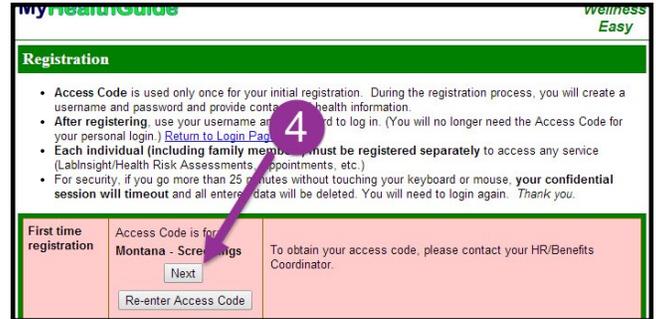
- Register or sign in
  - First time registrant; click **I NEED TO REGISTER FOR THE FIRST TIME WITH MY ACCESS CODE**
  - Already registered, login; skip to #9.



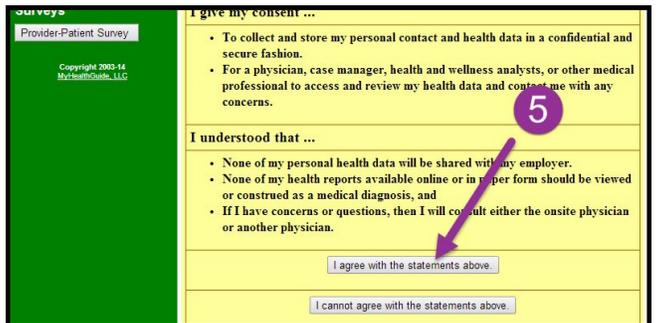
- Enter access code **MANA9**, click **GO**.



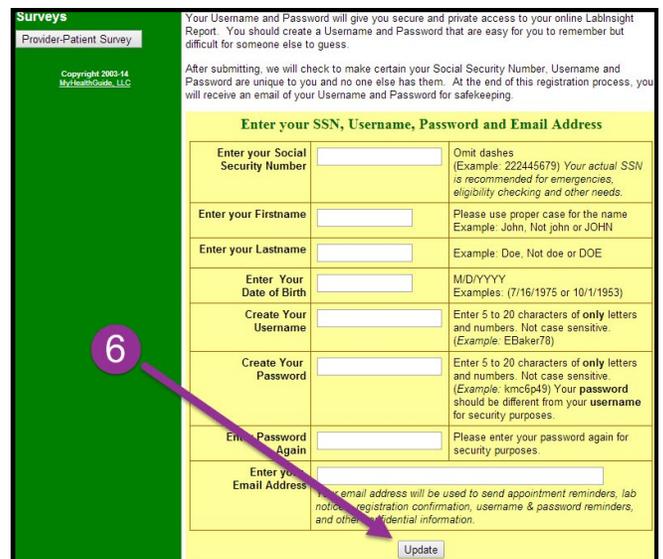
- Click **NEXT** to confirm the code



- Click **I AGREE WITH THE STATEMENTS ABOVE — Read the statements!**



- Enter your information and click **UPDATE** when finished.



7. Finish your registration.

a. Click **NEXT PAGE**.

b. Enter or Update your Contact data and click **SUBMIT** at the bottom of the form, then click **NEXT** at the top of the form.

c. Answer the health questions with information you have on hand (you do not need to answer every question to finish creating your profile.) Click **SUBMIT** at the bottom of the form, then click **NEXT** at the top of the form.

You are registered!

9. Click **APPOINTMENTS** or **APPOINTMENTSNEW** and follow the online instructions

CareHere! Powered By MyHealthGuide

Logged In: [User Name]

Organization: Montana - Screenings

Utilities: Healtharium

General: Welcome Page, Apointments, FAQs / Knowledgebase

Resources: Medications

Welcome!

Dear Valued CareHere Patients,

Please make a selection from the left menu bar. Should you have any problems, please let us know at Helpdesk@carehere.com

Click Reports in the left Menu bar for LabInsight and MyAppointments.

Montana-Classified Employees  
On-Site Health Screening Schedule 2014  
For Montana Employees and Their Dependent Spouses

Before Your Appointment: Your health screening will include a blood draw. PLEASE FAST for a minimum of 10 hours prior to your assessment appointment. You may drink water.

How to Schedule: You must first register with CareHere. Reserve your health screening appointment online or by calling 1.877.423.1330.

MyHealthGuide Making Wellness Easy

Log Out

Surveys: Provider-Patient Survey

Identification

Your Username and Password will give you secure and private access to the online LabInsight Report. You should create a Username and Password that are easy to remember but difficult for someone else to guess.

After submitting, we will check to make certain your Social Security Number, Username and Password are unique to you and no one else has them. At the end of this registration process, you will receive an email of your Username and Password for safekeeping.

Enter your SSN, Username, Password and Email Address

Update Successful!  
Please do not click REFRESH, RELOAD or BACK browser.  
Record Updated!  
Please do not click REFRESH, RELOAD or BACK browser.

Next Page

MyHealthGuide Making Wellness Easy

Log Out

Surveys: Provider-Patient Survey

Enter or Update Contact Data  
\* Required Fields

Update successful.  
If NEXT PAGE button appears below, you must click the button to continue registration.

Next Page

Your Organization: Montana - Screenings

Prefix (Title): Select Prefix Edit

\* Ethnicity: White/Caucasian

Health Plan Coverage: Covered on Health Plan

Insurance ID: [Field]

\* Your status is...: Employee

\* If Dependent, enter Employee's SSN: [Field]

Contact Human Resources to approve change in coverage.

Found on your Insurance Eligibility Card (Sometimes called Subscriber ID)

If both you and your spouse are employed and your spouse is the primary insured, you must select DepSpouse

If you are a dependent, enter the actual SSN of the Primary Insured, generally the Employee

Submit

8. Go back to [www.carehere.com](http://www.carehere.com) and click on **MEMBER LOGIN** and log in.

CareHere!

MEMBER LOGIN ABOUT US SERVICES CAREERS BENEFITS CONTACT

Welcome to CareHere

Patient-Centered Care & Wellness

Presently, CareHere manages wellness centers nationwide where wellness and case management are integrated with on-site healthcare resulting in measurable savings and healthcare cost reductions.

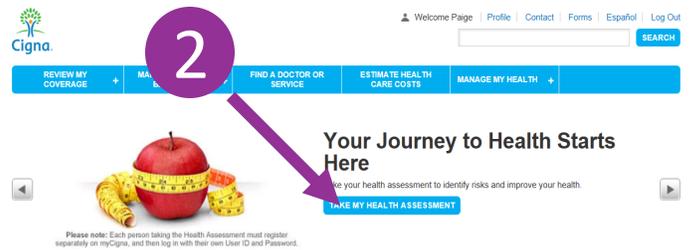
# Cigna Online Health Assessment Directions

1. Go to [www.myCigna.com](http://www.myCigna.com) and log in.

\* The first time you go to this site, you will need to register.

2. Click on **TAKE MY HEALTH ASSESSMENT**. (The home page has six slides that automatically scroll past. Look for the apple with the tape measure around it.)

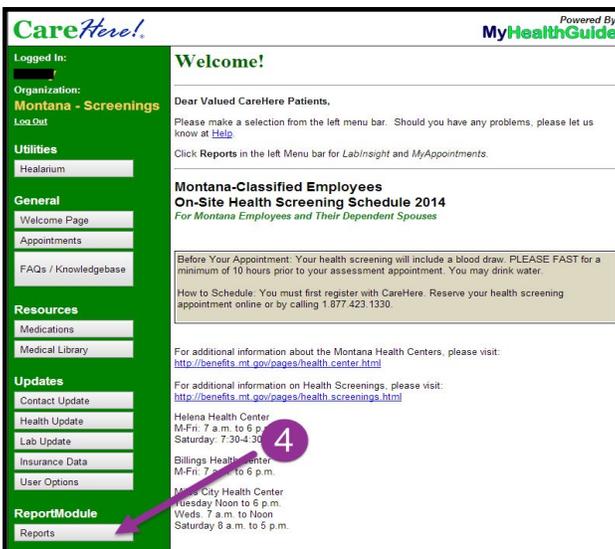
3. Answer the questions in the health assessment using the results of your health screening. You can choose to receive these in the mail or access them online by following the directions below.



## Health Screening Results from CareHere

CareHere also refers to health screenings as Health Risk Assessments (HRA) which is why you may see that term when you download your results.

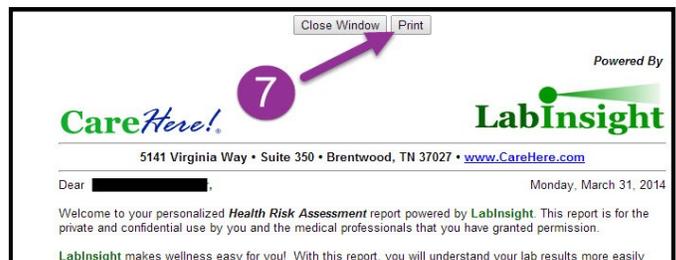
1. Go to [www.carehere.com](http://www.carehere.com)
2. Click on **MEMBER LOGIN**
3. Enter your username and password; click **GO**
4. Click **REPORTS**



6. After reading click on **I AGREE—VIEW REPORT**



7. A new browser window will open containing your health screening/HRA results. To print, click **PRINT** (top center); scroll down to view the report online.



5. Click on **RUN HRA – LabInsight /Biometric Report**



**Questions?**

**CareHere!** [www.carehere.com](http://www.carehere.com), call (877)423-1330, or email [help.montana@carehere.com](mailto:help.montana@carehere.com)

**Cigna.** [www.myCigna.com](http://www.myCigna.com), call (855)692-0131, or email [stateofmontana@cigna.com](mailto:stateofmontana@cigna.com)

