



April 25, 2017

Dear APS Employee, Spouse/Domestic Partner:

You have elected to participate in the 2018 Employee Wellness Incentive Program. Below are the three steps necessary to receive the 2018 Employee Wellness Incentive.

**Step One:** To receive credit for participation in the 2018 Employee Wellness Incentive Program (discount on medical premiums), schedule and complete your annual preventive exam with your primary care provider. Annual visits with specialists such as endocrinologists, cardiologists, or oncologists will also be accepted. ***Annual preventive dental and vision exams will not be accepted for the 2018 Employee Wellness Incentive Program.***

Please complete the top portion of the Physician Engagement Form, sign, date and give the Physician Engagement Form with the attached Physician letter to your physician's office. The completed Physician Engagement Form may be faxed and/or scanned and E-mailed by you or your physician's office to HealthAdvocate on or before the **September 30, 2017 deadline**. APS does not receive a copy of the Physician Engagement Form.

HealthAdvocate will send you a confirmation E-mail within two (2) weeks of receipt of your completed Physician Engagement Form. For accurate and timely notification, please ensure that your printed E-mail address is legible.

If you do not receive notification from HealthAdvocate within two weeks of submitting your completed Physician Engagement Form, please contact HealthAdvocate at [biometricforms@healthadvocate.com](mailto:biometricforms@healthadvocate.com) or call at 1-866-695-8622.

**Additional Steps to Earn Your 2018 Employee Wellness Incentive:**

**Beginning July 1, 2017 – September 30, 2017**

**Step Two:** Log-on to the HealthAdvocate website at <https://members.healthadvocate.com/>

**Step Three:** Complete the **Online Tobacco Affidavit** and **Personal Health Profile**

To confirm that you have completed all steps toward earning your 2018 Wellness Incentive, a total of 75 points will be earned and reflected when you log in to your personalized HealthAdvocate wellness account.

- 25 points for completing and submitting the annual preventive physician engagement form
- 25 points for submitting the online tobacco affidavit
- 25 points earned for completing your online personal health profile

Thank you!

Sincerely,

APS Employee Benefits Department  
Employee Wellness Program  
[employee.wellness@aps.edu](mailto:employee.wellness@aps.edu)  
505.889.4896