

MACON-BIBB OPEN ENROLLMENT AND WELLNESS PROGRAMS

For employees and retirees

PROGRAM OVERVIEW

At Macon-Bibb, we care about your physical health, personal health, and well-being. We look forward to continuing to bring you great tools and resources from Local Government Risk Management Services – Health Promotion Services, Atrium Health Navicent, Mobile Wellness, and our Macon Wellness Matter initiative. We work as one team so you can be the best version of yourself.

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Incentives

Wellness Discount = \$25 per pay period for step 1 - proof of physical
Wellness Bonus Discount = \$25 for completion of steps 2 - 5
(must be completed by required deadlines)

Step	Action	Deadline
1	Submit proof of current physical to HR department	December 15, 2022
2	Complete Health Risk Assessment & Biometric Screening	December 15, 2022
3	Register for health coaching if considered moderate or high risk	March 1, 2023
4	Complete health coaching sessions	
	Moderate Risk (2 sessions)	June 30, 2023
	High Risk (4 sessions)	August 31, 2023
5	Complete minimum of 12 mobile health videos	December 15, 2022

Incentive Completion Guidelines

Step 1:

- Complete your annual physical and submit proof to the Human Resources Department.
- Dwayne Vital is the point of contact (email: dvital@maconbibb.us, work: 478-310-4131 ext. 2728 and cell: 478-703-2775).

Step 2:

- Complete the confidential Health Risk Assessment (HRA) through Local Government Risk Management Services – Health Promotion Services (LGRMS-HPS)
 1. Have a copy of your most recent biometric results for reference. If you do not have a copy of your biometric results yet, you can still start the HRA.
 2. Obtain Login Credentials (Login ID and Password) at Open Enrollment from the LGRMS-HPS Rep. to complete the electronic Health Risk Assessment.
 3. Go to <https://platform.healthimprovementsolutions.com/login> to access the HRA. The link will be active from September 26th until December 15th.
 4. Take Assessment by completing the following sections: demographics, biometrics*, lifestyle, personal health history, and preventable health. It should take about 15-20 minutes to complete all sections.

*For anyone who does not have their biometric results, save your Assessment after you have answered the other sections. Once your screening is done, go back to <https://platform.healthimprovementsolutions.com/login>. Enter your Login ID and Password. Then fill in your biometric results and complete the HRA.
 5. If you would like to change your password for more security, go to <https://platform.healthimprovementsolutions.com/login>. Click on “Forgot Password?” and another window will open. Enter your Login ID and click on “Reset Password”.
 6. If you have any questions, please ask the on-site LGRMS-HPS Rep.
- Complete the Biometric Screening through Atrium Health Navicent during Open Enrollment the week of OCT 3 – OCT 7. **You must pre-register by completing the following steps:**
 1. Create a health portal account: Go to <https://my.personalhealthportal.net/login>
 2. Set an appointment for the screening: Go to [Biometrics \(personalhealthsurvey.net\)](https://personalhealthsurvey.net)
 - ❖ Refer to the “Frequently Asked Questions” section for detailed instructions on how to create a health portal account and how to set a biometric screening appointment.

Step 3:

- Register for health coaching through Atrium Health Navicent if your biometric results reveal you are at a moderate or high risk for developing chronic diseases. If you are considered low risk, you do not need to complete this step.
 1. Register: Go to [Health Coaching \(personalhealthsurvey.net\)](https://personalhealthsurvey.net)
 2. You will be assigned a health coach by January 6th
 - ❖ Refer to the “Frequently Asked Questions” section for detailed instructions on how to register for health coaching.

Step 4:

- High Risk employees must complete four (4) health coaching sessions
- Moderate Risk employees must complete two (2) health coaching sessions
- Low Risk employees do not need to complete this step

Step 5:

- View a minimum of 12 mobile health videos through Mobile Wellness
 1. Register: Go to <https://www.prestonwellnesscompany.com/macon-bibb-registration>
 2. Log in to view videos: Go to <https://www.prestonwellnesscompany.com/login>

Wellness Program Providers

LGRMS-HPS

Delivers health promotion services and leadership to enhance the health and productivity of ACCG and GMA life and Health Insurance Program members.

Health Risk Assessment Link: <https://platform.healthimprovementsolutions.com/login>

- **Health Risk Assessment** to establish individual and organizational health and wellness needs

Atrium Health Navicent

Offers tools to help evaluate your current health status, adopt a healthy lifestyle, and see results.

Health Portal Registration/Access Link: [Welcome! \(personalhealthportal.net\)](#)

Biometric Assessment Registration Link: [Biometrics \(personalhealthsurvey.net\)](#)

Health Coaching Registration Link: [Health Coaching \(personalhealthsurvey.net\)](#)

- **Personalized Health Portal** to securely access biometric results and communicate with health coach on your time
- **Biometric Screening** to monitor health status and progress
- **Health Coaching** to help set doable goals and realistic action plans

Mobile Wellness

Provides media library to watch easy-to-follow videos on a variety of health and wellness topics.

Registration Link: <https://www.prestonwellnesscompany.com/macon-bibb-registration>

Log-in Link: <https://www.prestonwellnesscompany.com/login>

- **Wellness Education Videos** accessible 24/7/365
- **Weekly highlights** communicated to all who are registered on a variety of wellness topics
- **Stocked Library** with over 100 videos stored for access when needed

Macon Wellness Matter

Offers health and wellness activities and learning opportunities.

Point of contact: Shannon Dobbs - sdobbs@maconbibb.us

- **Lunch 'N' Learns** to stimulate learning and promote behavior change
- **Wellness Challenges and Incentives** to promote engagement and have fun along the way
- **Physical Activity and Exercise Opportunities** to promote health and well-being

FREQUENTLY ASKED QUESTIONS

1. How do I create an account in the Atrium Health Navicent Health Portal?

TO CREATE YOUR ACCOUNT:

- Go to <https://my.personalhealthportal.net/login>
- Click "SIGN UP" located at the bottom of the page
- Enter the following information:

- o First and Last name
(Must enter legal name given to HR when hired)
- o Email address
- o Date of Birth (xx/xx/xxxx) format
- o Zip Code
- o Last four digits of SSN only

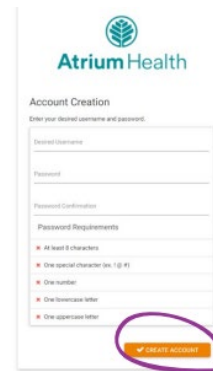
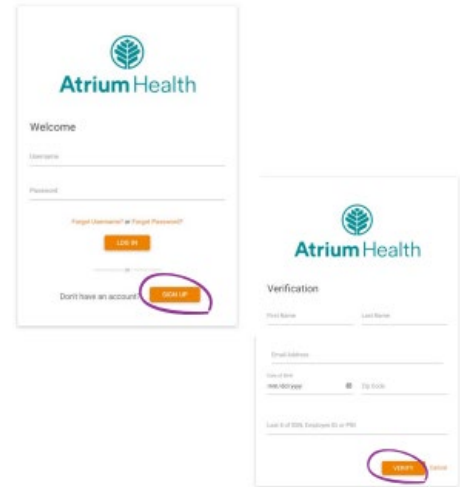
- Click "VERIFY" at the bottom of the page

NEXT, CREATE A USERNAME AND PASSWORD:

- Create and enter "Username" (Most employees use their company email)
- Create and enter "Password"

- PASSWORD REQUIREMENTS**
- o At least 8 characters
 - o One special character (ex. ! @ #)
 - o One number
 - o One lowercase letter
 - o One uppercase letter

- Confirm password (Re-enter password)
- Click "CREATE ACCOUNT"

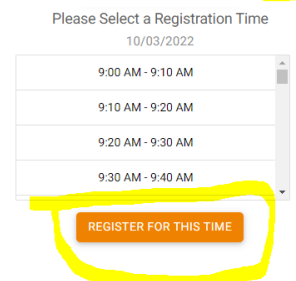
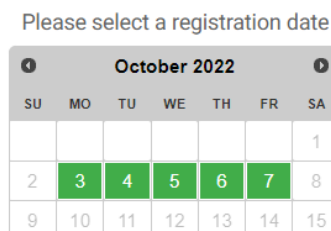


For portal assistance, call 855-581-9910 Monday through Friday from 9 a.m. to 6 p.m.

2. How do I sign up for the biometric screenings?

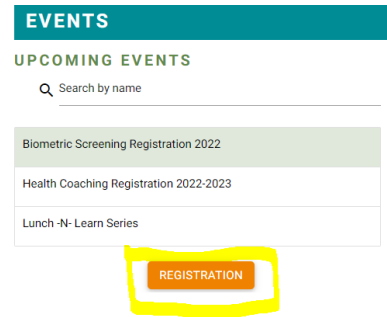
DIRECT REGISTRATION:

- Go to [Biometrics \(personalhealthsurvey.net\)](https://personalhealthsurvey.net)
- Fill out the event registration
- Click SUBMIT
- Select an available date, highlighted in green
- Select the time
- Click "REGISTER FOR THIS TIME"



HEALTH PORTAL REGISTRATION:

- Go to <https://my.personalhealthportal.net/login>
- Click “LOG IN” located at the bottom of the page
- Click “Biometric Screening Registration 2022” located under “EVENTS”
- Click on “REGISTRATION”
- Select an available date, highlighted in green (same as above)
- Select the time (same as above)
- Click “REGISTER FOR THIS TIME” (same as above)



3. Do I need to register for health coaching?

Health coaching is required to receive the wellness incentive if your biometric results reveal you are at moderate-risk or at high-risk for developing chronic diseases. If you are low-risk, you do not need to register for health coaching. Health coaching registration is open from October 24th through March 1st.

4. How do I register for health coaching?

DIRECT REGISTRATION:

- Go to [Health Coaching \(personalhealthsurvey.net\)](https://personalhealthsurvey.net)
- Fill out the event registration
- Click SUBMIT
- Select an available date, highlighted in green
- Select the time 12:00AM – 11:59 PM
- Click “REGISTER FOR THIS TIME”

The form includes fields for First Name, Last Name, Home Address, Apt/Suite #, City, State, Zip Code, Date of Birth, Gender, SSN (Last 4), Employee ID, Phone Number, and E-mail Address. There is also a section for Date/Time of Attendance and a Comments field. At the bottom right, 'Clear Form' and 'Submit' buttons are visible, with the 'Submit' button highlighted in yellow.

Please select a registration date

October 2022						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Please Select a Registration Time

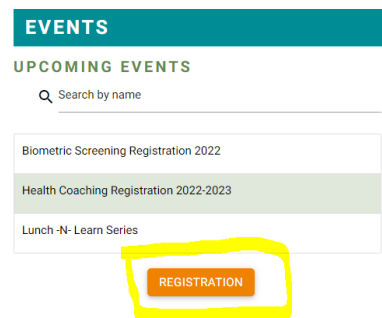
10/24/2022

12:00 AM - 11:59 PM

REGISTER FOR THIS TIME

HEALTH PORTAL REGISTRATION:

- Go to <https://my.personalhealthportal.net/login>
- Click “LOG IN” located at the bottom of the page
- Click “Biometric Screening Registration 2022” located under “EVENTS”
- Click on “REGISTRATION”
- Select an available date, highlighted in green (same as above)
- Select the time 12:00AM – 11:59 PM (same as above)
- Click “REGISTER FOR THIS TIME” (same as above)



5. Why do I need to create a health portal account?

Your health portal account is required to protect your personal health information. You will receive a digital copy of your biometric results in the portal. You will also need an account to register for the biometric screening and health coaching. Your health coach will have access to your health information via the platform and you will be able to securely message your health coach via the health portal.

6. What if I am unavailable during the times offered for the biometric screening at City Hall?

You can obtain the following biometric values from a walk-in clinic or from your Primary Care doctor:

- | | |
|------------------|---------------------|
| - Height | - Blood Glucose |
| - Weight | - Total Cholesterol |
| - BMI | - Triglycerides |
| - Blood Pressure | - HDL |
| - Heart Rate | - LDL |

Submit results to Catalina Torres Lopez via e-mail at Catalina.torreslopez@atriumhealth.org or mail to The Wellness Center, 3797 Northside Dr., Macon, GA 31210.

7. Can I submit biometric results from my doctor instead of attending the biometric screening at City Hall?

Yes. The results must be recent, within the past three months. Results prior to June 2022 will not be accepted. See question 5 for biometrics required and for submission instructions.

8. Do I need to fast for the biometric screening?

Fasting for 7 hours prior to your appointment is recommended but not required.

If fasting, drink water or black coffee only (no sugar, cream, etc.). Take any prescription medication needed. Absolutely no food!

Wear removable layers of clothing, (i.e., shoes, belts, jacket, etc.) to allow for the most accurate of results.

9. When are the biometric screenings scheduled at City Hall?

- MON, OCT 3, 9AM – 4PM
- TUE, OCT 4, 7AM – 3PM
- WED, OCT 5, 9AM – 4PM
- THU, OCT 6, 7AM – 3PM
- FRI, OCT 7, 9AM – 4PM

10. How do I create an account in the Mobile Wellness platform?

To register for Mobile Wellness, click here: <https://www.prestonwellnesscompany.com/macon-bibb-registration>

11. What is a Health Risk Assessment (HRA) and how are my results used?

The HRA is a brief, confidential health and lifestyle questionnaire. Once completed answering, you will receive advice from a private wellness report. You will get your report electronically. You may print it, download it, or send it to your personal email address. Your organization will get an aggregate report that summarizes health and safety practices in their employee population. It helps organizations understand what risk factors, concerns, and chronic conditions face their employee population.