



Health Risk Assessment and Physical Exam Incentive Process “Wellness Leave”

Instructions for Employee

To encourage UHD employees to be aware of and reduce their health risks, UHD will provide a wellness leave incentive of up to eight (8) hours to full-time, benefits-eligible staff employees who complete an online Health Risk Assessment and receive an annual comprehensive physical exam. The physical exam consists of a detailed medical history, physical examination, and age- and sex-appropriate counseling and screening tests. It is a customized exam that includes provision of evidence-based counseling and screening tests based on the patient’s health status, risk factors and personal and family history.

Employees should use sick, annual, or compensatory leave for time away from the office to get their exams as well as any screenings, tests, assessments, immunizations, or referrals that are ordered by their doctors, if these appointments occur during normally scheduled work hours. Employees may complete the Health Risk Assessment during work hours without taking leave.

Steps To Qualify for Eight Hours of Wellness Leave:

1. Complete and print out the Physician's Certification of Routine Physical Exam Affidavit found below.
2. Complete the Health Risk Assessment provided through BlueCross BlueShield of Texas at <https://healthselect.bcbstx.com/>.
3. Upon completion of the Health Risk Assessment, be sure to print and review the personalized report to take to your physical exam. Do not share the personalized report with your supervisor or HR.
4. Print out the Health Certificate Assessment certificate and submit it with your affidavit form at the end of this process.
5. Once you have completed your Health Risk Assessment and printed the report and certificate, complete the section of the affidavit form titled, “Health Risk Assessment Certification.” Be sure to sign and date this section.
6. Consult with your supervisor and schedule your physical exam with your doctor’s office. When you schedule your appointment, ask the physician’s office staff to make note that you will need the physician to sign the designated section of the “Completed Health Risk Assessment and Physician’s Certification of Routine Physical Examination Affidavit.”
Note: It will also be helpful to provide the office staff with the form when you check in for your appointment.

7. Before going to your appointment, review your Health Risk Assessment personalized report again, and take it with you to your appointment. Make notes of the risks or topics you will discuss with your physician. Before you leave your appointment, be sure that your physician has signed the “Physician’s Certification of Routine Physical Exam” section of the affidavit.
8. Upon completion of steps 1 – 7, you will be ready to submit your affidavit. Please review the form once again to make sure all required signatures and dates are included. Submit the following to HR's Benefits and Compensation Administrator for review:
 - “Completed Health Risk Assessment and Physician’s Certification of Routine Physical Exam Affidavit”
 - Certificate of Health Risk Assessment

HR will review your documentation, and if all requirements are met, award the eight hours of wellness leave.

When you claim your eight-hour wellness leave, you may take the time in two blocks of four (4) or one block of eight (8) hours, using leave code Wellness Leave. The leave must be taken within 12 months of the date awarded.

You’ll be responsible for some out-of-pocket expenses related to the appointment(s), such as fees charged for the completion of documentation and/or co-pays.

Note: You are not required to submit to your supervisor or HR any medical information from your Health Risk Assessment or physician’s visit. Only the documentation listed in item 5 above needs to be submitted.

If you have any questions, please contact HR at benefits@uhd.edu.

Instructions - Managers

1. If the employee has met all requirements for the wellness leave, HR will award up to eight hours of wellness leave, and inform you accordingly.
2. PeopleSoft will not automatically track balances for wellness leave, therefore it is advised that managers keep track of the employees’ balances of the wellness leave for this incentive.



Completed Health Risk Assessment and Physician's Certification of Routine Physical Exam Affidavit

To qualify for the UHD eight-hour wellness leave incentive, you must be a full-time benefits-eligible employee, complete a health risk assessment at <https://healthselect.bcbstx.com/> and receive a physical examination. You must complete, sign and have your physician sign this form. After completing this documentation, bring the form to HR. The supervisor must not request any medical information from the employee. Prior approval from your supervisor is required in order to schedule and use your wellness leave.

Employee Information

Employee Name: _____ Empl ID: _____

Health Risk Assessment Certification

This is to certify that I have completed a Health Risk Assessment.

Health Insurance Provider: _____ Date: _____

I affirm to the best of my knowledge that the above information is true and correct.

Employee Signature _____ Date: _____

Physician's Certification of Routine Physical Exam

To be completed by employee:

I authorize _____ (physician's name) to release the dates of my routine physical exam, as specified on this form for UHD wellness program use.

Employee Signature _____ Date: _____

To be completed by physician:

I certify that [Patient Name] _____ completed a physical exam consisting of a detailed medical history, physical examination, and age- and sex-appropriate counseling and screening tests on _____.

Physician's Signature: _____ Date: _____

HR Approval

HR Signature: _____ Date Awarded: _____ Date Expires: _____

Wellness leave expires one year after date awarded.