



Director of Schools
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Assistant Director of Schools
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To: Medical Insurance Participants

From: Heather Ledbetter/Rick Wilson

Effective Date: January 31, 2019

RE: 2019 Wellness Program Revision

From January 1, 2019 to December 31, 2019 all full-time Maryville City School employees will have the opportunity to engage in healthy activities. Opportunities include free exercise classes, nutrition education classes, and a disc golf tournament.

Here's how it works:

Beginning January 29, 2019, full-time employees on MCS medical insurance will no longer have their health insurance premium tied to completing the Health Risk Assessment. Instead, MCS employees can voluntarily participate. Those who choose to participate by October 15, 2019, will have their name entered in a drawing for one personal day. Spouses do not have any requirements.

The wellness program is now voluntary. The details on how to participate are explained below.

Biometrics

Biometrics include height/weight, blood pressure, glucose and a lipid profile. Blood work can be completed at our employee clinic through a finger stick test or at your personal doctor. All information is confidential and must be handled by our employee clinic. Employees cannot self-report their biometrics. *The district will only receive aggregate, non-identifiable data that will help us plan voluntary activities and educational programs for our plan participants.*

Process for Biometrics

Please follow the steps listed below to complete the voluntary wellness program.

- 1. For first time users, enroll:** Go to <https://wellness.maryville-schools.org/>.
 - Employees will need your employee ID. This is the same number you use on SmartFindExpress. For example, if your SFE login is 12345 your employee ID is 12345.
 - If you do not have access to the internet or do not have an email address, please contact me for guidance.
- 2. Schedule an Appointment for Biometrics/Blood Work:**
 - You can contact the employee nurse at 983-0349 or nurse@maryville-schools.org to schedule an appointment at the Employee Health Services Clinic at 326 Melrose Street.
 - Appointments are available between 7:00 am and 9:45 am each day (except during onsite clinics).
 - Onsite Clinics for Employees. An email will be sent at a later date with how to sign-up.

www.maryville-schools.org

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<i>Location</i>	<i>Dates</i>	<i>Times</i>
Maryville Junior High	February 5-6	7-10 am
Coulter Grove Intermediate	February 12-13	7-10 am
Foothills Elementary	February 19 -20	7-10 am
Montgomery Ridge Intermediate	February 26-27	7-10 am
John Sevier Elementary	March 5-6	7-10 am

- 3. Biometrics/Blood Work: You must fast for at least 12 hours prior to having your blood work completed.** A small sip of water is allowed if you need to take medication. You will have your blood pressure and weight taken first and then the employee nurse will do a finger stick to take blood to test your lipid profile and glucose.
- If you have had blood work completed after November 1, 2018, then you can request your doctor release the results to the Employee Clinic. A release/reporting form is attached to this email. Your results can be emailed to nurse@maryville-schools.org or faxed to the Employee Nurse at 983-7122. If you had blood work completed at our employee clinic, let the employee nurse know to use those results. All results must be provided on the MCS form.
 - If you have a medical condition that prevents you from being able to fast, please contact the employee nurse for guidance prior to October 15, 2019.
- 4. Completion:**
- To check your 2019 status, log into the MCS Personal Best website (<https://wellness.maryville-schools.org>). From the home page, click “Earn” and scroll to the bottom of the page. Check marks indicate you have completed the 2019 biometrics.
 - By November 1, 2019, five certified and five classified employees will be randomly selected for one additional personal day that must be used by May 15, 2020.
 - As a thank you to our spouses who have already completed biometrics, we would like to show our appreciation by randomly selecting two spouses for a gift card. Spouses must have submitted their biometric information to the employee clinic by January 31, 2019.

Questions?

If you have technical difficulties, please contact Propel at 1-888-339-4131.

You can also contact any of us listed below. We will be more than happy to assist you with this process. You can reach us at (865)982-7121 or via email.

Heather Ledbetter heather.ledbetter@maryville-schools.org
 Leigh Ann Overholt leighann.overholt@maryville-schools.org
 Rick Wilson rick.wilson@maryville-schools.org

Good luck and good health to each of you!

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