



Dear Insurance Member:

Thank you for trusting us to help you make yourself healthier and happier with your healthcare choices. We are continuing the wellness incentive program focused on preventative screening and a complete physical exam (CPE) for this wellness year (11/1/2024-10/31/2025).

What is the difference between a CPE and the HRA?

- A CPE is more comprehensive than the health risk assessment (HRA)
- Discuss your preventative health care, acute health concerns, and your overall health at one visit
- Updates on your recommended healthcare needs specific to you individually
- The HRA was a brief snapshot of the current state of your health in that moment aiding to identify potential health concerns, versus a comprehensive physical exam.

What this means for you?

By completing your CPE at the wellness center, means one comprehensive visit to complete all your health care needs in one visit. A CPE at the wellness center completes the qualifications for the wellness incentive towards insurance premiums, saves you time, and only is one visit. If you elect to not complete your CPE at the wellness center, there is an option to complete this with a community provider. The CPE documentation forms will be required to be completed with appropriate dates, and then a **CPE health review appointment** at the wellness center will be needed.

Labs are a no cost option to you at the wellness center. We encourage you to have the conversation with your provider that labs can be performed at the wellness center at no cost to you. These can be performed before or during your CPE health review. Results will be faxed to your provider. To complete your labs at the clinic, please call (262) 214-1101 and discuss with staff that you would like to have outside lab orders completed, and orders can be faxed to (855) 475-8219. They will assist with obtaining and documenting your lab orders and special instructions. When your labs are completed at the wellness center, it gives you the opportunity to bring up any other health concerns or questions you may have. These questions can be addressed at no cost at the wellness center. During your annual exam with your outside provider, you may incur a charge for any non-preventative health care concerns or evaluations.

When does this start?

The date range for the wellness year begins 11/1/2024, and the required visits to meet the incentive program must be completed by 10/31/2025. Employees who choose to participate in the wellness program will receive an incentive of monthly premium savings (Monthly \$60-Single, \$60-Spouse, \$120-Family) effective January 1, 2026.

Questions? Please contact Jennifer Johnson, Wellness and Benefits Specialist, in Human Resources at 262.781.3030 x11186 or you may call the Elmbrook Schools Family Wellness Center at (262) 214-1101.



Community Provider Form

What? If you choose to have your complete physical exam (CPE)* with a community provider, your provider will need to attest that you have performed your annual complete physical exam (CPE) within the wellness year (11/1/2024-10/31/2025). These forms will need to be returned to the Elmbrook Schools Family Wellness Center during your CPE health review appointment. If your appointment is performed virtually, forms must be submitted prior to your appointment. This form collected by the wellness center, will be documented in your medical record, and gives consent for health center staff to review your medical information during health review. It allows for continuity of care amongst healthcare systems. This form alone does not meet incentive requirements.

When? Your CPE and wellness center health review appointment must be completed between the dates of 11/1/2024 and 10/31/2025. This form must accompany your visit.

Where? If you elected to have your CPE done in the community, you will have your CPE at the office of your primary care provider. Your CPE health review appointment is performed at the Elmbrook Schools Family Wellness Center at 17000 W. North Ave. Suite 100E, Brookfield, WI 53005.

How? You will be required to schedule your CPE appointment through your chosen primary care entity. You will be required to call the wellness center to schedule your CPE health review appointment or schedule via the online portal or mobile application. The wellness center can be contacted at (262) 214-1101. CPE health review appointments may be in person or virtual.

Why? Our goal is to partner with you to achieve the healthcare goals you are striving for. We want to assist you with a healthy lifestyle, by sharing valuable resources, and being there for your healthcare questions. We believe that maintaining your annual health goals, screenings, and care recommendations will help you be healthier and happier.

Please complete the section below and the second page of this form, and return to the wellness center:

Participant Name: _____ Participant status: Employee Spouse

Participant Date of Birth : ____/____/____ Participant phone : (____) ____-____

I authorize my healthcare provider to release the requested information in compliance with my employer's voluntary wellness program:

Participant signature: _____ Date: _____

* Discussion of any other healthcare conditions or questions may incur a charge at an annual CPE with your community provider, outside of the wellness center, beyond the preventative visit. Additionally, a CPE performed at the wellness center fulfills the insurance allowance for the preventative annual visit benefit, and additional annual exams may incur a charge if performed outside of the wellness center.



Preventative Screening Checklist

What? Depending on your age, there are routine, evidence-based, preventive screenings that aid in detecting certain health conditions early. Getting regular medical and dental care helps prevent the development of some chronic conditions or health problems and can detect potential high-risk conditions earlier.

When? Your primary care provider will discuss with you the age and timing of your advised preventative screenings.

Where? Preventative screenings can be performed at locations of your choosing, but in-network locations include the Froedtert and Aurora health systems.

How? Ask your primary care provider to order the following screenings, if not contraindicated, or you may request these at your CPE health review at the wellness center.

Why? Our goal is to partner with you to achieve your healthcare goals. We want to assist towards a healthy lifestyle, sharing valuable resources, and answering your questions. We believe that maintaining your annual health goals, screenings, and care recommendations will help you be healthier and happier.

Recommended Screenings*		
Date Completed	Screening	Description
	Annual Eye Exam	Annual exam for eye health
	Dental Exam	Every 6 months, unless recommended more frequently, with your primary dentist.
	Vaccines*	Review current vaccine schedule and recommendations for age with primary care provider.
	Full Body Skin Exam	Discuss with your primary care provider for recommendations and frequency.
	Lung Cancer Screening	Aged 50-80 years with a 20 pack-year smoking history and currently smoke or have quit within the past 5 years.
	Hepatitis C Virus (HCV) Screening	Aged 18-75 once in lifetime, or with risk changes
	HIV Screening	Aged 15-65 years once in a lifetime, or with risk changes
	Prostate Cancer Screening	Men 55-69 years, the decision for prostate-specific antigen (PSA)-based screening for prostate cancer should be an individual one. Before deciding to be screened, men should discuss potential benefits and harms of screening with primary care provider. Screening offers a small potential benefit of reducing the chance of death from prostate cancer in some men.
	HgbA1c	At least annually for patients with diabetes between ages of 18-75. Annually for asymptomatic patients ages 35-70 with BMI >24.9.
Diabetes Care Recommendations*		
Date Completed	Screening	Description
	Diabetic Eye Exam	Every 1-2 years depending on most recent exam results, recommended age 18-75 with diabetes diagnosis
	Diabetic Foot Exam	Every 1-2 years depending on most recent exam results, recommended age 18-75 with diabetes diagnosis
	Diabetes Kidney Health Screening	Annually screen for proteinuria and assessment of serum creatinine-based eGFR for ages 18-75 with diabetes diagnosis
*unless contraindicated: This list is not inclusive of all screenings. Please discuss with your primary care provider what may be right for you based upon the recommendations from the U.S. Preventive Services Task Force at uspreventiveservicestaskforce.org .		



Preventative Screening Checklist

Primary Care Provider to complete below:

Provider Name: _____

Facility Name & Address : _____

Facility phone: (____) ____ - _____

Required Preventative Screenings*

Date Completed & Next Due Date	Screening	Description
____/____/____	Complete Physical Exam (CPE)	Annual comprehensive physical exam with your primary care provider.
____/____/____ Due: ____/____	Colon Cancer Screening	Ages 45-75. Frequency of testing depends on test performed. Acceptable screening tests include colonoscopy, Cologuard, or FIT /gFOBT testing.
____/____/____ Due: ____/____	Breast Cancer Screening	Women aged 40-74 every 2 years via digital mammography and/or digital breast tomosynthesis (DBT).
____/____/____ Due: ____/____	Cervical Cancer Screening	Women aged 21-65. Cervical cytology every 3 years ages 21-29. For ages 30-65 screening every 3 years if cytology alone, every 5 years with high-risk HPV (hrHPV) testing alone, or every 5 years with hrHPV co-testing with cytology.

*unless contraindicated: This list is not inclusive of all screenings. Please discuss with your primary care provider what may be right for you based upon the recommendations from the U.S. Preventive Services Task Force at uspreventiveservicestaskforce.org.

By signing below, I affirm that I have performed the annual complete physical exam within the time frame (11/1/2024-10/31/2025). I have discussed, verified up-to-date completion, and/or ordered the age-appropriate preventative screenings specific to the patient on this form.

Provider signature: _____ Date: _____

For questions, we are here to help. Elmbrook Schools Family Wellness Center can be reached at 262-214-1101. Our fax number is (855) 475-8219.

