



# 2023 WELLNESS PROGRAM



## DICALITE MANAGEMENT GROUP

Participate in your Wellness Program this year to earn a Healthcare Contribution Credit in 2024.



# Welcome to your 2023 Wellness Program!

Dicalite is working to expand programs that are helping employees to improve their health, manage chronic conditions, and generally live well. For the last several years, Dicalite has been able to keep medical premium increases to a minimum. As the cost of medical care and prescription drugs continues to rise, Dicalite has implemented several programs to promote wellness, improve health, and support members with chronic conditions. Our focus is promoting good health to avoid passing on more cost to our employees and family members.



Dicalite has partnered with Wellworks For You to offer opportunities to enhance the quality of our employee's lives and inspire them to commit to becoming healthier! All Full-time U.S. Employees will have opportunities to participate in various wellness activities to earn incentives. Your new program requirements are listed below. See page 3 for how to complete these steps.



## STEP 1

**PHYSICIAN RESULTS FORM**  
DEADLINE: [OCTOBER 31, 2023](#)



## STEP 2 (OPTIONAL)

**WELLNESS CHALLENGES**  
DEADLINE: [DATES TO BE ANNOUNCED](#)

# PROGRAM REQUIREMENT DESCRIPTIONS

## STEP 1: PHYSICIAN RESULTS FORM

**DEADLINE: OCTOBER 31, 2023**

We believe that the best way to maintain or improve your health is to work with a Primary Care Doctor. Starting in 2024, Dicalite will be connecting your health insurance payroll deduction amounts to the completion of an **Annual Physical with Lab work**. The physical and lab work are completed at your convenience with any doctor you choose. Routine annual physicals and the associated lab work is **covered at 100%** by our medical plan for any In-Network provider, so employees should be able to receive these services without any out-of-pocket costs.

Wellworks provides a form that you can take to your doctor. Once you complete the annual physical and lab work, the doctor will sign the form. Employees will upload the signed form to Wellworks on their secure portal. Employees who fail to turn proof of their physical and lab work will pay **\$50 more per month** for health insurance beginning in 2024.

To make sure that everyone has time to schedule their visits and turn in the paperwork, the deadline to submit the signed forms will be **October 31, 2023**. Exams must take place between **NOVEMBER 1, 2022** and **OCTOBER 31, 2023**. The premium surcharge of \$50 will begin on January 1, 2024, for those who choose not to participate. The program is designed to make sure everyone has a Primary Care Doctor to support their health. Our hope is that we get 100% participation, and no one is required to pay the \$50 additional monthly payroll deduction next year.

**PLEASE NOTE:** Dicalite’s Human Resources Team and Member Advocacy at Conner Strong are available to help you find an In-Network provider and share instructions to make sure this visits and lab services are paid for by our medical plan. View the *Physician Scheduling Instructions*, located on the Wellness Portal in the **Wellness Locker**, for additional directions.

## STEP 2: WELLNESS CHALLENGES (ADDITIONAL INCENTIVE OPPORTUNITY)

**DEADLINE: DATES TO BE ANNOUNCED**

All details regarding the wellness challenges will be announced via email during the year, as well as communicated onsite for most Dicalite locations. Dicalite will be hosting a variety of **four (4)** different Wellness Challenges to participate in throughout the program year. Each challenge will offer different activities to be complete and various team/individual prizes will be awarded. Contact Donna Kinebrew ([DKinebrew@Dicalite.com](mailto:DKinebrew@Dicalite.com)) with additional questions regarding upcoming Wellness Challenges.

# INCENTIVES

You must complete **Step 1** by **October 31, 2023** to be eligible for a **Healthcare Contribution Credit** in 2024.

### ELIGIBILITY

### INCENTIVE

Enrolled in Company Benefits

Premium Credit (up to \$600) effective 2024

All Full-Time U.S. Employees

Additional Incentives for Step 2 (optional)

# WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **Dicalite** Portal. Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.**

## NEW USERS: REGISTER ON THE WELLNESS PORTAL

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the **register** link and create an account
3. Enter your Company ID: **12489**
4. Complete the registration process

## FORGOT YOUR USERNAME OR PASSWORD?

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**



# ADDITIONAL INFORMATION

## SMARTPHONE APP

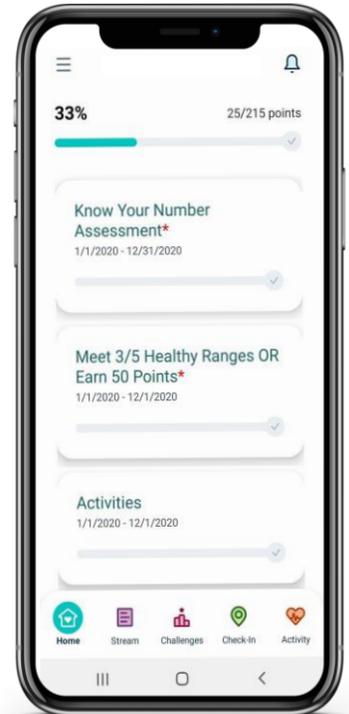
The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.

## NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on above the **Notifications Inbox** to view your Wellness Program reminders in detail.

## VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).



## VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

- Log into your Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.

My Next Steps
0 Tasks Remaining

**Biometric Screening**

Complete this step by either attending the Onsite Biometric Screening, submitting the Physician Results Form, or utilizing a Voucher

COMPLETED

**Know Your Number Assessment**

Complete the assessment by selecting the Know Your Number Assessment event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you...

COMPLETED

# ADDITIONAL INFORMATION

## VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

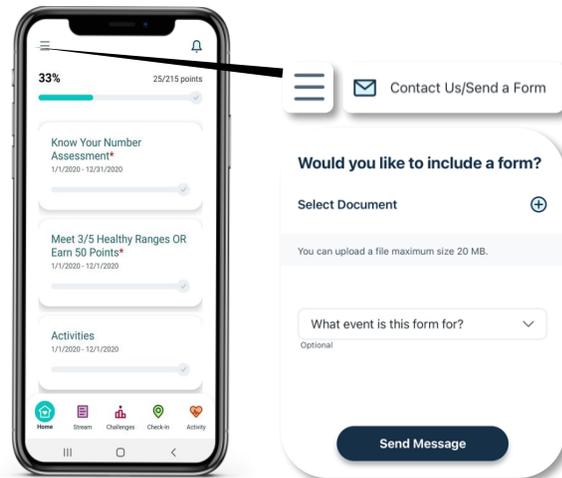
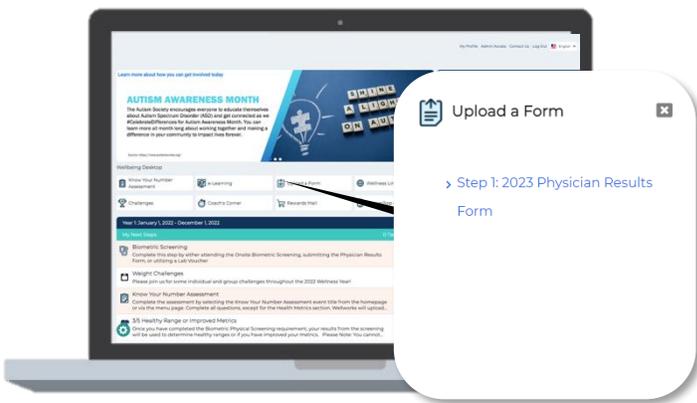
The 2023 Physician Form and Program Guide are located in your Wellness Portal within the **Wellness Locker** accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

## SUBMIT YOUR COMPLETED PHYSICIAN FORM BY OCTOBER 31, 2023

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

**Upload to Portal:** Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.

**Upload to Mobile App:** Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



**PLEASE NOTE:** Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.

## FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

(not available on the mobile app)



Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.

# THE FINE PRINT

The Dicalite Management Group wellness program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program, you will be asked to complete an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a Healthcare Contribution Credit in 2024. Participants can also choose to participate in wellness challenges throughout the year for opportunities to earn additional incentives.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

## PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Dicalite Management Group may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.



## Questions about your Wellness Program?

# CONTACT YOUR WELLNESS TEAM



All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via the Wellworks For You Portal.

Simply select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800.425.4657**.

Questions can also be directed to Dicalite **Human Resources** by contacting Donna Kinebrew at [DKinebrew@Dicalite.com](mailto:DKinebrew@Dicalite.com).