



Health Screening Program

Details Inside

Waukesha County Health Screening Program

Program Overview

- The Health Screening Program is voluntary for employees and spouses* enrolled in the County's health insurance.
- Earn health plan incentives for next year by completing a biometric screening before the September 30 deadline.
- The biometric screening includes a blood draw (lipid panel, HbA1C, and comprehensive metabolic panel) and physical measurements (height, weight, and blood pressure). Fasting is optional.

Program Dates & Assigned Months:

Each enrolled employee, and if applicable spouse*, participant will be **assigned a specific month between March 1 and September 30** to complete their biometric screening at the Waukesha Employee Health & Wellness Center (WEH&WC). Your assigned month is determined by the **first letter of the employee's last name**, as outlined below:

First Letter of Employee's Last Name	Screening Month for Employee, and if Applicable Spouse
A - B	March
C - E	April
F - H	May
I - L	June
M - P	July
Q - S	August
T - Z	September

*For Spouses Enrolled:

If you have a spouse on the County's health insurance plan, please be sure to share this information with them.

- Spouses should complete their biometric screening in the same month as the employee, regardless of the spouse's last name.
- Additionally, spouses will need to register and schedule their own appointments separately.

Medical Exemption: If you, or if applicable your spouse, have a medical exemption, please see the **Medical Exemption** section in this document.

Completion Options: If you, or if applicable your spouse, would prefer to utilize your provider or missed your assigned screening month for the Biometric Screening Visit at the Waukesha Employee Health & Wellness Center, please see the **Additional Options for Biometric Screening Completion** section in this document.

Continue reading for more information on how to participate in this program, including:

- How to Register
- How to Schedule Biometric Screening Appointment
- Important Information for the Biometric Screening Appointment
- How to Review Biometric Screening Results
- Medical Exemption
- Additional Options for Biometric Screening Completion
- New Hires / Qualifying Event Enrollees
- Health Plan Incentives
- Information & Forms
- Questions

How to Register

First, you will need to register for the Patient Portal. This will be where you can schedule your biometric screening appointment and review your results.

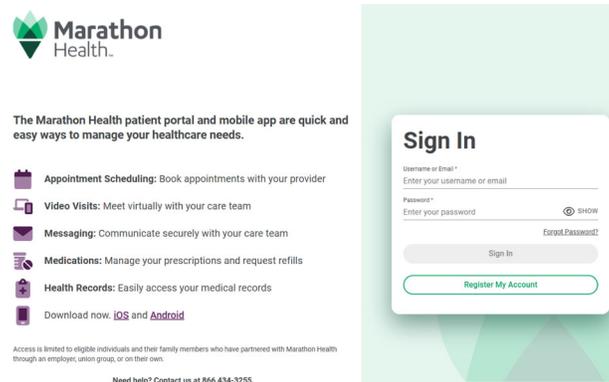
Important: You, and if applicable your spouse, must have a Marathon Health Portal.

If you have already created your account with the Marathon Health Portal, you can skip this step.

Complete the steps below to register for the Marathon Health Portal. Eligible spouses will need to register separately. Note: You cannot sign up until your County medical plan insurance is effective.

1. Go to my.marathon.health
2. Click 'Register My Account'
3. Enter the following information to verify your identity:
 - First and Last Name
 - Email Address (For a spouse, the email needs to be different from the employee's)
 - Social Security Number*
 - Date of Birth
 - Home Address
 - Phone Number
4. Under the 'Marathon Health Access' section:
 - In the 'Register as' drop down, select either Employee or Spouse
 - If you select Employee, in the field for Employee's Employer, type 'Waukesha County'
 - If you select Spouse, enter the following information *for the Employee*: First Name, Last Name, Social Security Number*, Date of Birth, and type 'Waukesha County' in the field for Employee's Employer

**Note: While it is not required to register, entering the Social Security number (SSN) will improve the registration and account creation process and give you immediate access.*
5. Click 'Submit' and follow the remaining steps to create your password and complete your account setup. (After you submit your information, Marathon Health will review their eligibility records to ensure accuracy and confirm your eligibility.)



Issues: If you have issues accessing your account, or need additional help, please contact Marathon Health's Patient Support Team at (866) 434-3255. In the mobile app, you can also click 'Contact Patient Support Team' at the bottom of the login screen, which will provide a button to call Marathon Health.

Forgotten Password: Once you have registered, if you have forgotten your password or username to the Marathon Health Portal, click 'Forgot Password?' near the 'Sign In' button on the login page, and follow the steps.

Mobile App: Download the Marathon Health mobile app by visiting marathon.health/mobile or searching for 'Marathon Health' in the App Store or Google Play.

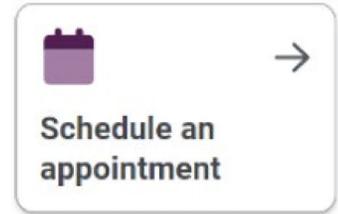
About Portal: For more information on the Patient Portal, visit: wehwc.com/home/patient-portal

How to Schedule Biometric Screening Appointment

Log in to the Marathon Health Portal to schedule your biometric screening appointment at the Waukesha Employee Health & Wellness Center for your assigned month. Appointments are required, walk-ins will not be accepted.

Please be sure to schedule your appointment for your assigned month early as possible to ensure you get your preferred date/time - the schedule is open through September. You can schedule through one of the following methods:

- **Online:** Log in to the Marathon Health Portal (online or through the mobile app) click **'Schedule an appointment'** and select **'Biometric Wellness Screen'** as your visit reason.
- **Phone:** Call the WEH&WC at (262) 896-8420 and ask to schedule a biometric screening appointment for the County's Health Screening Program.



[About Biometric Wellness Screen](#)

*Note: If you, or if applicable your spouse, would prefer to utilize your provider or missed your assigned screening month for the Biometric Screening Visit at the Waukesha Employee Health & Wellness Center, please see the **Additional Options for Biometric Screening Completion** section in this document.*

Important Information for the Biometric Screening Appointment

How to prepare:

- Drink plenty of water in the 24 hours prior to your appointment.
- Fasting is optional. You will be asked whether or not you have fasted at your appointment; please answer accurately to ensure the most reliable results. If you plan to fast, do not eat for 8 hours prior to your appointment.
- Please arrive at your appointment 5 minutes early so you are ready at your scheduled appointment time. The Waukesha Employee Health & Wellness Center is located at 615 W Moreland Blvd, Waukesha, WI 53188, and has designated patient parking.

What to expect:

- The biometric screening appointment will include a blood draw and physical measurements.
 - **Blood draw panel:** Lipid panel, HbA1C, and a comprehensive metabolic panel (includes tests to assess kidney and liver function, protein levels, electrolyte balance, and some metabolic processes)
 - **Measurements:** Height, weight, and blood pressure
- Results will be available in the Marathon Health Portal within 7 days following your biometric screening appointment.

How to Review Biometric Screening Results

Results will be available in the Marathon Health Portal within 7 days following your biometric screening appointment.

- **To view results (labs and biometrics),** once logged into to your Patient Portal, from your home screen click **'My Health'** in the navigation bar, then select **'My Health Dashboard'**. Here you can see a summary of your most recent results.
- To see your full lab results, click **'Test Results'**. You can also print your results from this page.

While not required, you or your spouse, are encouraged to schedule a follow up visit (at the WEH&WC or with your PCP) to review your results and determine best next steps to reach your individual health goals.

The screenshot shows the Marathon Health portal interface. The top navigation bar includes 'Home', 'Appointments', 'MyHealth', 'Incentives & Wellness', 'Resources', and 'Help'. The 'MyHealth' dropdown menu is open, showing 'My Health Dashboard' and 'Test Results'. The 'My Health Dashboard' page displays a summary of health metrics: Weight (185 lbs), Total Cholesterol (165 mg/dL), Blood Glucose (87.0 mg/dL (Fasting)), Hemoglobin A1c (4.5%), and Blood Pressure (116/75). The 'Test Results' page shows a table of historical lab results for hemoglobin A1c, cholesterol, and glucose.

Component	Your Value	Standard Range	Units	Abnormality	Notes
hemoglobin A1c/hemoglobin total	4.5				
cholesterol	165.0				
glucose	87.0				

Medical Exemption

If you, or if applicable your spouse, have a medical condition that might limit participation in the Health Screening program, you can use the Health Screening Program Exemption Form for your physician to complete. These forms are available at waukeshacounty.gov/HRA.

Additional Options for Biometric Screening Completion

If you, or if applicable your spouse, would prefer to utilize your provider or missed your assigned screening month for the Biometric Screening Visit at the Waukesha Employee Health & Wellness Center, you have three (3) additional ways to complete the Biometric Screening, listed below.

Participants completing their biometric screening through one of these alternative methods will need to return the required form to Human Resources by the September 30 deadline.

Alternative 1: WEH&WC Annual Preventive Visit

Complete your biometric screening during an annual physical visit at the Waukesha Employee Health & Wellness Center (WEH&WC).

- Required Form: [Biometric Screening - Provider - Certification of Completion Form](#)
- Cost: There is no cost for this visit.
- Dates: Screenings completed during an annual physical at the WEH&WC between January 1- September 30 will be accepted.
- Steps:
1. Print or obtain from Human Resources the [Biometric Screening - Provider - Certification of Completion Form](#)
 2. Schedule an appointment for an Annual Physical at the WEH&WC. You must request that a biometric screening is completed when scheduling your visit.
Please Note: Annual physical appointment availability may be limited, please schedule early to ensure you are able to be seen prior to the deadline.
 3. During the visit, have the WEH&WC provider sign and date the [Biometric Screening - Provider - Certification of Completion Form](#).
 4. Return the completed form by 9/30 to Waukesha County's Human Resources Department:
Address: 515 W Moreland Blvd, Rm A-160, Waukesha, WI 53188-2482
Phone (262) 548-7044
Fax: (262) 896-8272

Alternative 2: LabCorp Location

Complete your biometric screening at a local LabCorp location.

- Required Form: [Biometric Screening - LabCorp - Certificate of Completion Form + LabCorp Requisition](#)
- Cost: Costs may apply based upon your plan and deductible status. ¹
- Dates: Screenings completed at LabCorp between March 1- September 30 will be accepted
- Steps:
1. Print or obtain from Human Resources the [Biometric Screening - LabCorp - Certificate of Completion Form + LabCorp Requisition](#) (2 pages) [Note: The LabCorp Requisition on the second page must be printed in color]
 2. Complete the highlighted fields on the [LabCorp Requisition](#)
 3. Walk-in or make an appointment at a LabCorp location (www.labcorp.com/labs-and-appointments) between March 1 and September 30
 4. Provide the [LabCorp Requisition](#) at the time of your appointment
 5. Complete the [Biometric Screening - LabCorp - Certificate of Completion Form + LabCorp Requisition](#) and attach either a copy of your LabCorp receipt or the accession number page from the LabCorp patient portal, for verification of your biometric screening visit, and return both by 9/30 to Waukesha County's Human Resources Department:
Address: 515 W Moreland Blvd, Rm A-160, Waukesha, WI 53188-2482
Phone (262) 548-7044
Fax: (262) 896-8272

Alternative 3: Outside Provider

Complete your biometric screening during a visit with an outside provider.

- Required Form: [Biometric Screening - Provider - Certification of Completion Form](#)
- Cost: Costs may apply based upon your plan and deductible status.¹
- Dates: Screenings completed with an outside provider between January 1- September 30 will be accepted.
- Steps:
1. Print or obtain from Human Resources the [Biometric Screening - Provider - Certification of Completion Form](#)
 2. Schedule an appointment with your provider before September 30, to have your biometrics and labs completed and the [Biometric Screening - Provider - Certification of Completion Form](#) signed and dated by your provider.
 3. Return the completed form by 9/30 to Waukesha County's Human Resources Department:
Address: 515 W Moreland Blvd, Rm A-160, Waukesha, WI 53188-2482
Phone (262) 548-7044
Fax: (262) 896-8272

[1] Note: You can expect that you will be required to pay for the cost of the lab work and possibly an office visit. To avoid the costs, employees and spouses are encouraged to complete the screening through one of the no cost options: either through a biometric screening appointment at the WEH&WC during their assigned month, or at the WEH&WC during an annual physical visit.

The required forms are also available online at waukeshacounty.gov/HRA, or in the Human Resources office.

New Hires / Qualifying Event Enrollees

Newly hired employees and employees enrolling for the first time due to a qualifying event between March 1 and September 30 of the current program year, will have an opportunity to complete the Health Screening Program during their 30-day window as a new hire or qualifying event. These individuals should reach out to Human Resources at that time for information.

Health Plan Incentives

Participation in the Health Screening Program will be used towards next year's health plan incentives. The specific health plan incentives have not yet been determined and may differ from current incentives. Details about the incentives will be communicated during open enrollment. In prior years, participation in the program has impacted the premium cost share under the Choice Plus health plan and the amount of the County contribution to the Health Savings Account for those in the High-Deductible health plan. The Health Screening Program only applies to employees and spouses enrolled in the health insurance.

Information & Forms

Information about the program and forms are available at waukeshacounty.gov/HRA.

Questions

Questions regarding the Health Screening Program should be directed to Human Resources at (262) 548-7044 or via hrbenefits@waukeshacounty.gov.

If you need assistance with the Patient Portal, please contact Marathon Health's Patient Support Team at (866) 434-3255.