

2019 Wellness Program FAQ

Program Overview

Q: What is the Wellness Incentive Program?

A: The Wellness Incentive Program provides you with up to an additional \$600 into your HSA once you complete a series of wellness activities. If your spouse/domestic partner is on the health plan, they may earn up to \$350 additional contribution in your HSA by completing a series of wellness activities.

Q: Why is an incentive being offered?

A: Engility is encouraging you to take an active role in living a healthy life.

Q: Who is eligible to participate in the wellness incentives program?

A: Employees, and their spouses/domestic partners, covered under one of the 3 UHC CDHP medical options are eligible to participate in the program.

Q: Are my covered dependents eligible to complete the biometric screening?

A: Yes, spouses and domestic partners who are on the plan are eligible.

Q: Why should I participate and what do I need to do to participate and complete the wellness activities?

A: Covered employees should participate because your health is important, and it's essential to take steps to get or stay healthy. The following activities must be completed between 1/1/2019 and 11/30/2019, to be rewarded. And, no matter what, you are a winner by taking active steps towards better health.

INCENTIVE OPTIONS	WELLNESS INCENTIVES	
	EMPLOYEE Can earn up to \$600	SPOUSE/DOMESTIC PARTNER Can earn up to \$350
Complete Online Health Survey	\$100	\$50
Complete Annual Physical	\$100	\$100
Complete Mammography Screening (for women 40 or older)	\$100	\$50
Complete Colorectal Screening (for members 50 or older)	\$100	\$50
Complete Cervical Cancer Screening (for women 21 or older)	\$100	\$50
Complete Personal Coaching (phone or online curriculum) Nutrition, exercise, stress, family wellness, etc.	\$300	\$100
Missions* Complete any three missions - member chooses missions and must complete three	\$300	\$100
Health Cost Estimator Utilization	\$100	\$100
Complete Biometric Screening	\$100	None

**Missions include a wide range of healthy activities, such as swapping a sugary drink for water each day for four weeks, walking 10,000 steps a day for four weeks, and dimming the lights well before bedtime three times per week for four weeks.*

Q: What is the timeframe to participate and complete the biometric screening and health assessment?

A: Activities must be completed between January 1 and November 30, 2019.

Q: Will my results affect my health insurance rates?

A: No, your results will not have any impact on your insurance rates.

Q: Is participation in the wellness program mandatory?

A: No, participation in any of the wellness activities is completely voluntary.

Biometric Screening Overview

Q: What is a biometric screening?

A: A biometric screening is a short health examination that indicates your risk for certain diseases and medical conditions. Knowing your results can help you understand where you may need to take action to improve your health. Biometric screening information can prevent or delay chronic conditions and complications such as

hypertension, heart disease and diabetes. The screening will involve full fasting and full lipid venipuncture blood draws.

Q: What are my options to complete a biometric screening?

A: You can choose one of the following screening collection options:

1. Visit your doctor to complete the Physician Results Form – Visit your doctor between 1/1/2019 and 11/30/2019 and ask him/her to complete the Physician Form with the values that have been obtained from the lab work completed under his/her care. This option requires at least 8-12 hours of fasting prior to your appointment time and is at no additional to you.

2. Visit a Quest Diagnostics Lab Patient Service Center (PSC) – Take system-generated lab order to a convenient Quest Diagnostics PSC in your area to have the following lab work completed: height and weight measurement, body mass index calculation, blood pressure reading and glucose and lipid levels. This option requires at least 8-12 hours of fasting prior to your appointment time and is at no additional to you.

Q: How do I register for either of the two biometric screening options?

A: Start your registration for either of the two options by logging onto your UHC account at <https://myuhc.com>. UHC covered spouses/domestic partners will need to create their own UHC account in order to register for the Physician Results Form or Lab Patient Service Center to complete his/her screening. If prompted, the registration key is *engility2019*.

Q: Do I need to fast for either of the two biometric screenings?

A: Yes. Please fast at least 8-12 hours prior to your appointment. We also recommend that you drink 2 glasses of water during the 2 hours prior to your appointment as well.

Q: Will I have any out-of-pocket expenses related to any one of the biometric screening options?

A: For the most part, Engility will cover costs associated with all biometric screening options. However, you may have out-of-pocket expenses associated with a biometric screening performed by your doctor. If the biometric screening has been completed as part of your annual check-up, it will be considered preventive so there should be no cost for it as long as you see an in-network provider. However, if it's done in addition to your annual physical, there could be costs associated with it. Check your benefit documents for specific coverage details or contact UHC at the number on your ID card.

Q: I had a biometric screening last year. Do I have to do one again?

A: Yes. In order to receive the additional HSA contribution, you must complete your screening between January 1 and November 30, 2019.

Q: My doctor already has my blood test results from a previous date. Can they be used?

A: Yes, provided the tests were completed between January 1 and November 30, 2019. Please note, the Physician Results Form must be completed in its entirety to qualify, so you may have to complete additional tests, as necessary. The completed Physician Results Form must be submitted to UHC between January 1 and November 30, 2019 in order for you to receive credit for completing the biometric screening.

Q: What if my doctor does not offer one of the test results I need for my biometric screening?

A: If the three required test results (BMI, blood pressure, blood test) are not available at your doctor's office, you can visit a Quest Diagnostic Lab Patient Service Center instead.

Q: How long does it take to receive the additional HSA contributions?

A: It takes approximately 4-6 weeks for the incentive to be credited to your HSA.

Quest Diagnostics Lab Patient Service Center (PSC)

Q: What is the Lab Patient Service Center (PSC) option?

A: You can visit any Quest Diagnostics Lab PSC location in your area by registering at <https://myuhc.com> and navigating to the Quest site. Once registered, a system generated lab order will be sent electronically to your selected lab. You will have the following lab work completed: height and weight measurement, body mass index calculation, blood pressure reading and glucose and lipid levels. This option requires at least 8-12 hours of fasting prior to your appointment time and is at no additional to you. If prompted, the registration key is *engility2019*.

Q: What are the steps to complete the biometric screening via the Lab Patient Service Center (PSC) option?

A: Choose Lab Patient Service Center, if you want to have your screening take place at one of thousands Quest Diagnostics Patient Service Centers (PSC) locations from January 1 through November 30, 2019.

Q: How do I register for the Lab Patient Service Center (PSC) option?

A: You may register for the Lab Patient Service Center (PSC) by logging into <https://myuhc.com>.

- Enter your username and password.
- If you have not already registered with <https://myuhc.com>, follow the easy onscreen instructions to sign up and register as a new user. If prompted, the registration key is *engility2019*.
- If you have previously registered and have forgotten your “Username and/or Password” – follow the onscreen instructions to retrieve and reset our information.
- Once logged in, you will be directed to the, “Home View” page. Click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site.
- On the landing page of the Rally site, please click on the “Rewards” tab.
- Located center of Rewards page, please proceed to either click on the “View Details” tab in the featured campaign box entitled, “Complete your Biometric Screening” or, click on the “View Your Program” tab on the right side of the Rewards page.
- This page will allow you to view all of the rewards and activities that need to be completed to earn your rewards. Scroll down to the swim lane entitled, “Complete your Biometric Screening” and click on the green, “Get Started” tab located to the right of the swim lane.
- You will then be directed to the Quest online scheduler. Please click, “OK” on the pop-up message.
- Please confirm your auto-populated personal information, such as your gender, phone number, email address, mailing address. If everything is correct, click register. If something is missing, please fill it in. And, if something is incorrect, fill in the correct information, and then click register.
- Accept the terms and conditions of the biometric screening, by clicking, “I Accept.”
- Provide your consent to participate in the biometric screening, by clicking, “I Accept.”
- Click on the “Get Started” tab.
- Click on the “Participate Now” tab.
- Schedule Your Screening page: The Lab Patient Service Center (PSC) and Physician Form biometric screening options will be featured on this page.
- For the Lab Patient Service Center (PSC) option, click on the green tab entitled, “Schedule a Screening” located in the Lab Patient Service Center box.
- Select and click inside the row or lane displaying your preferred PSC location and click next.
- Select and click on your preferred week/weekend day within the calendar, your preferred screening appointment time and click next.
- Review your PSC location, screening appointment date and time, for accuracy and then click confirm.
- Confirmation page: You will receive confirmation of your PSC screening appointment details, how to prepare for your appointment, helpful appointment information and the hyperlink to download your Lab PSC order form, located middle right side of the page.
- Present your photo ID upon arrival to the technician at the Quest Diagnostics Lab PSC location you selected.
- For Lab PSC screening option, you have to fast 8-12 hours prior to your appointment, as this is a venipuncture blood draw.
- You will receive a reminder email 48 hours prior to your appointment and your results will be mailed to you within 14 business days and posted online within 2-3 business days after your blood draw.

Q: What happens if I search for a lab but there aren’t any returned results or the one returned isn’t convenient?

A: If no locations are available (within the designated search range) first try expanding your search range. If the max allowable or desired distance is reached and the search function still does not return a location, there aren’t any Quest Diagnostics Lab Patient Service Centers (PSC) that will be able to service your screening. You will need to return to the Wellness Home Page and select the only other available screening option, the Physician Results Form.

Q: Does the Lab Patient Service Center (PSC) I have selected accept appointments?

A: The majority of the Quest Diagnostics Lab Patient Service Center (PSC) locations accept and actually prefer that you schedule an appointment time to ensure you are able to complete your screening as needed. You will be prompted to schedule your appointment during the registration process, for those locations that do accept appointments. Walk-in appointments could experience extended wait times and is highly recommended you make

an appointment if available. For the few locations that may not accept appointments in advance, you will be notified during the registration process that the selected location is on a walk-in basis.

Q: Once selected, can I change my Lab Patient Service Center (PSC) location selection?

A: Yes. Log back onto <https://myuhc.com> and follow all of the aforementioned steps. The Welcome home page will display the details of your current screening appointment. Click on the “View/Cancel” tab. You will be directed to the confirmation page. On the confirmation page, click the “Reschedule” hyperlink and you will be able to change and select a different Quest Diagnostics Lab Patient Service Center (PSC) location.

Q: Do I need to bring anything to my Patient Service Center (PSC) screening appointment?

A: Yes, your photo ID.

Q: What if I lose the Lab Patient Service Center (PSC) order?

A: You can print another Lab PSC order by back onto <https://myuhc.com> and follow all of the aforementioned steps. The Wellness home page will display the details of your current screening appointment. Click on the “View/Cancel” tab. You will be directed to the confirmation page. On the confirmation page, click on the hyperlink “Download Your Appointment Form” and you will be able to download and print off another Lab PSC order to complete your screening at the Quest Diagnostics Lab PSC location you selected. If prompted, the registration key is *engility2019*.

Q: Do I need to fast for my Lab Patient Service Center (PSC) appointment?

A: Yes. Do not eat or drink anything, except water, for 8-12 hours prior to the blood test and drink two glasses of water during the 2 hours prior to your blood test.

Physician Results Form

Q: What is the Physician Results Form option?

A: The Physician Results Form option is a form that you will print out once you register at <https://myuhc.com> and take with you to your health care provider, between 1/1/2019 and 12/31/2019. Your provider will complete and sign the form, and fax it to UnitedHealthcare/Optum.

Q: What are the steps to complete the biometric screening via the Physician Results Form option?

A: Choose the Physician Results Form option, if you would like to get the biometric screening done through your health care provider. The tests must be completed between January 1 and November 30, 2019.

Q: How do I register for the Physician Results Form option?

A: You may register for the Physician Results Form by logging into <https://myuhc.com>.

- Enter your username and password.
- If you have not already registered with <https://myuhc.com>, follow the easy onscreen instructions to sign up and register as a new user.
- If you have previously registered and have forgotten your “Username and/or Password” – follow the onscreen instructions to retrieve and reset our information.
- Once logged in, you will be directed to the, “Home View” page. Click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site.
- On the landing page of the Rally site, please click on the “Rewards” tab.
- Located center of Rewards page, please proceed to either click on the “View Details” tab in the featured campaign box entitled, “Complete your Biometric Screening” or, click on the “View Your Program” tab on the right side of the Rewards page.
- This page will allow you to view all of the rewards and activities that need to be completed to earn your rewards. Scroll down to the swim lane entitled, “Complete your Biometric Screening” and click on the green, “Get Started” tab located to the right of the swim lane.
- You will then be directed to the Quest online scheduler. Please click, “OK” on the pop-up message.
- Please confirm your auto-populated personal information, such as your gender, phone number, email address, mailing address. If everything is correct, click register. If something is missing, please fill it in. And, if something is incorrect, fill in the correct information, and then click register.
- Accept the terms and conditions of the biometric screening, by clicking, “I Accept.”
- Provide your consent to participate in the biometric screening, by clicking, “I Accept.”
- Click on the “Get Started” tab.
- Click on the “Participate Now” tab.

- Schedule Your Screening page: The Lab Patient Service Center (PSC) and Physician Form biometric screening options will be featured on this page.
- For the Physician Form option, click on the green tab entitled, "Download Form" located in the Physician Form box.
- Confirmation page: You will receive confirmation of your registration for the Physician Form, how to prepare for your appointment, helpful appointment information and the hyperlink to download your Physician Form.
- Click on the hyperlink "Download Your Form" to download and print off your Physician Form.
- Take the Physician Form with you to your appointment to have your screening completed with your health care provider. Please note: You may need to leave the form with your health care provider's office while the in-network lab processes your blood sample.
- Ensure you have signed and dated the form in Section 1.
- Have your health care provider complete the required information in Section 2, sign and date.
- The completed Physician Form is to be faxed back to the number listed at the top of the form, by you or the health care provider. You also have the option to upload the completed form on the Quest online reschedule directly by logging back onto <https://myuhc.com> and follow all of the aforementioned steps.

Q: Can I make changes or cancel my registration for the Physician Form?

A: Yes. Log back onto <https://myuhc.com> and follow all of the aforementioned steps. The Wellness home page will display the details of your Physician Form. Click on the "View/Cancel" tab. You will be directed to the confirmation page. On the confirmation page, click the "Cancel" hyperlink and your registration for the Physician Form will be cancelled altogether. From the confirmation page, you can also select another biometric screening option, such as the Quest Diagnostics Lab Patient Service Center (PSC) or download and print off another Physician Form, if you lost or misplaced for initial form.

Please note that both the "Date of the exam or lab testing" and the "Date" next to your Provider's signature on section 2 of the Physician Results Form have to reflect a date between January 1 and November 30, 2019. If any of these dates are outside of this timeframe, your Physician Form will be rejected.

Confidentiality and Privacy

Q: Will Engility ever see my test results?

A: Your privacy is as important to Engility as it is to you. Your individual results from participating in a biometric screening or online health assessment are confidential and will never be shared with Engility. Only general information about whether you've completed the biometric screening and online health assessment will be shared with administrators at Engility in order to confirm your eligibility to receive the incentive.

Here are some additional key points related to the privacy of your health information:

- Security measures are in place to prevent the loss, misuse or alteration of the information you submit. All Internet communications with the websites are done under SSL encryption to protect the data in transit.
- The web pages were designed with security and privacy as their primary objective.
- The websites' servers are constantly, automatically monitored for intrusions. Their network and computer security is regularly maintained and has been audited by an external security team and access to data is restricted.

The biometric screenings and online health assessments are managed independently, and Engility will not be made aware of your individual results or specific health risks. The program is operated in compliance with the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Q: What is Engility going to do with this information?

A: Your biometric screening results are protected by HIPAA. Engility does NOT see any of your personal information. Participation in a biometric screening is for your own personal awareness about your overall health. Group (not individual) results for the broad population will be shared with Engility to help Engility and UnitedHealthcare (UHC) design and implement future health programs. UHC may use these results to suggest health-improvement opportunities or invite you to participate in a Health Management Program or health coaching.

Q: What if I have questions about the wellness program or my results?

A: To get all details on your rewards program, visit <https://www.myuhc.com> and click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site. On the landing page of the Rally site, please click on the “Rewards” tab located center of Rewards page, please proceed to either click on the “View Details” tab in the featured campaign box entitled, “Complete your Biometric Screening” or, click on the “View Your Program” tab on the right side of the Rewards page. This page will allow you to view all of the details, rewards and activities about your wellness program. You can also call UHC’s toll free support line at 1-877-818-5826 with any questions you may have. If you are concerned about the actual results of your screening, call the 24/7 NurseLine at 1-844-859-5008 and ask to speak with a nurse or contact your physician.

Health Survey

Q: What is an online healthy survey?

A: The Rally Health Survey is an online questionnaire (15 minutes to complete) that provides a personalized report detailing your health status, identifies areas of risk and provides feedback on potential focus areas for improving your health. Individual responses and results are strictly confidential.

Q: Where do I find the Rally Health Survey?

A: The health survey is located on the Rally site. Log onto <https://www.myuhc.com> and click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site. On the landing page of the Rally site, please click on the “Rewards” tab located center of Rewards page, please proceed to either click on the “View Details” tab in the featured campaign box entitled, “Complete your Biometric Screening” or, click on the “View Your Program” tab on the right side of the Rewards page. This page will allow you to view all of the rewards and activities that need to be completed to earn your rewards. Scroll down to the swim lane entitled, “Complete the Health Survey” and click on the green, “Finish The Survey” tab located to the right of the swim lane. Your results will stay online, so you can refer back to them any time.

Q: When should I complete the Rally Health Survey?

A: Complete the health assessment between January 1 and November 30, 2019. It is best to complete the survey **after** you have completed the biometric screening, since you will need the biometric screening results for some of the health survey questions.

Q: What if I completed it earlier?

A: You will not receive a contribution into your HSA if you complete it earlier than 1/1/2019. However, you can complete it again at any time.

Q: What happens if I or my spouse/domestic partner miss the deadline to complete the health survey?

A: You will not receive the \$100 (\$50 for spouse/domestic partner) credit toward your HSA.

Q: Will Engility see my Health Survey data?

A: Your individual data is strictly confidential and is not shared with your employer or your spouse. UnitedHealthcare is committed to keeping member data secure and is sensitive to any privacy concerns members may have. Our business practices are in full compliance with the privacy requirements under the Health Insurance Portability and Accountability Act (HIPAA).

Q: Once I complete a wellness activity, where can I find my wellness credits?

A: You can monitor your total rewards progress— just look for Rally Rewards. For a complete picture of how your healthy activities are earning rewards, log onto <https://www.myuhc.com> and click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site. On the landing page of the Rally site, please click on the “Rewards” tab. This page will allow you to review the status of your wellness activities, credits and other wellness program details.

Q: If I don't see my incentives reflected in Rally on the Health & Wellness portal, what should I do?

A: Allow 4-6 weeks for your activity to be credited to your account. If you don't see it at that time call customer support at 1-877 818-5826.

Annual Physical (or Prenatal Exam)

Q: Do I need to get an annual physical exam or, if I am pregnant, a prenatal exam to receive my \$100 credit for my HSA?

A: Yes, you must either get a physical or if you are pregnant, a prenatal exam between January 1 and November 30, 2019.

Q: What if I completed my physical exam earlier than 1/1/2019?

A: You will not receive a contribution into your HSA if you completed it earlier than 1/1/2019.

Q: What happens if I miss the deadline to complete the physical or, if I am pregnant, my prenatal exam?

A: You will not receive the \$100 credit toward your HSA.

Q: Once I complete a wellness activity, where can I find my wellness credits?

A: You can monitor your total rewards progress— just look for Rally Rewards. For a complete picture of how your healthy activities are earning rewards, log onto <https://www.myuhc.com> and click on “Visit Rally Health & Wellness” to be directed to the landing page of the Rally site. On the landing page of the Rally site, please click on the “Rewards” tab. This page will allow you to review the status of your wellness activities, credits and other wellness program details.

Q: If I don't see my incentives reflected in Rally on the Health & Wellness portal, what should I do?

A: Allow 4-6 weeks for your activity to be credited to your account. If you don't see it at that time, please call customer support at 1-877-818-5826.

Fulfillment/Incentives

Q: How long will it take for my additional credits to be deposited to my Health Savings Account?

A: Once you complete both activities, it may take 4-6 weeks to see your funds.

Q: What happens if I go over the HSA annual IRS limit after receiving the incentive credit?

A: The IRS limits are for any and all contributions to your HSA. Engility's contributions to your HSA (including the additional wellness incentive) should be accounted for when you determine how much you will contribute on your own. Engility will not be monitoring your annual contribution amounts; it is your responsibility to ensure you are not exceeding the IRS contribution limits. If you determine that you will go over the IRS limit, you can adjust your payroll deductions at any time during the year.

Q: What can I use the money in my Health Savings Account (HSA) for?

A: HSAs are primarily used to help you save and pay for your share of expenses within a CDHP, such as your deductible and co-insurance. However, eligible expenses are broader than just those you incur in the CDHP and include dental and vision expenses. A complete listing of eligible expenses for your HSA can be found at www.irs.gov — Publication 502.

Q: How can I manage my Health Savings Account (HSA)?

A: Visit <https://www.myuhc.com> to manage your account and get additional information about your HSA.

Q: Who should I contact with questions regarding my HSA?

A: Call 1-800-791-9361 HSA Customer Care Professionals from 7:00 a.m. – 7:00 p.m. CT.

Q: What if I still have questions regarding the Wellness Program?

A: Contact Benefits at Engility.benefits@engility.com.