



datamax[®]

2024 Wellness Program

Frequently Asked Questions

2024 WELLNESS PROGRAM

Overview

Datamax's 2024 Wellness Program affords eligible employees an opportunity to earn up to \$520 towards the 2025 company-sponsored medical plan! The program will be administered by H&H Health Associates, Inc. (hereinafter referred to as "H&H") 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.

Datamax's 2024 Wellness Program Plan Design...

- **The Wellness Program begins January 1, 2024 and ends on November 30, 2024.**
- **A free, comprehensive wellness screening is available through H&H Health Associates to all employees and spouses covered under the company-sponsored medical plan.**
 - There is no cost to participate to those enrolled on the company-sponsored medical plan.
 - Non-covered employees may participate at a greatly reduced rate of just \$25 (paid via payroll deduction).
- **All eligible employees who complete their free H&H Wellness Screening by November 30, 2024 will earn a \$260 discount towards the 2025 company-sponsored medical plan!**
- **All eligible employees who upload proof of completing their 2024 Annual Preventative Visit onto the H&H Wellness Portal by November 30, 2024 will earn a \$260 discount towards the 2025 company-sponsored medical plan!**
- **All employees (in addition to covered spouses) can complete the confidential H&H Wellness Survey at no cost (though no incentive is tied to the completion of the on-line survey).**
- **All individual lab test results & survey responses are held 100% confidential & HIPAA compliant by H&H.**

If an individual is unable to participate in any of the wellness activities required to earn an incentive (ex: due to a medical condition), you may be entitled to a reasonable alternative standard (RAS). To see if you qualify for an RAS, simply contact H&H Health Associates (M-F, 8:30am-5pm CST) at 800.832.8302 no later than November 1, 2024.

Frequently Asked Questions

Getting Started: How do I enroll in the program?

To start, all eligible participants are asked to register on-line by creating a user account on the H&H wellness portal at <https://wellness.hhhealthassociates.com>.

- **First Time H&H Web Users:** Enter the company code: **DATAMAX**
 - Upon submitting your profile information, individuals receive an immediate email to validate their new account. You **must** click the link within this email to activate your account, and then log in.
- **Existing Users:** Enter Username (email address) and password.

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- If you have an existing account but forgot your password, click the “FORGOT PASSWORD” button and follow the instructions.

For assistance with on-line registration, or if you would prefer to register by phone, please call H&H (M-F, 8:30am-5pm CST) at 800.832.8302.

I logged into the H&H portal. What should I do next?

On your Dashboard (or home page), you will see a series of boxes. The “TO DO LIST” box will prompt you to take specific actions. You can also click the “**ACTIVITY TRACKER**” box to see the approved health-related activities you can choose from during the program year as well as track completion of your approved activities. If you have any questions or concerns, call H&H Health Associates (M-F, 8:30am-5pm CST) at 800.832.8302.

How are the approved wellness activities tracked and marked as complete?

The H&H Wellness Screening is automatically tracked upon receipt of test results (typically within 24-48 hours of the blood draw). There is no additional work needed on your behalf.

The Annual Preventative Visit requires for the individual to submit proof of completion through the Activity Tracker on the H&H Wellness Portal. To complete this activity, obtain the Physician Visit Verification Form by logging onto the H&H Wellness Portal, and then printing this form within the Activity Tab on the “ACTIVITY TRACKER”. Next, fill out all required fields with your physician’s office and then upload the completed form onto your Activity Tracker to validate that you successfully completed your annual preventative visit between January 1, 2024 – November 30, 2024. For help, please contact H&H or to submit proof outside of the tracker, you may scan/email proof to wellness@hhhealthassociates.com, or via fax to H&H at 314.845.8087, Attn: Compliance/Datamax.

*Please use the required paperwork (and not submitting any Personal Health Information “PHI”).

How do I sign up for the wellness screening?

Eligible participants can quickly and easily register for their wellness screening via H&H’s on-line wellness portal at <https://wellness.hhhealthassociates.com>. Once registered, click the “SCREENING” box on your homepage to choose to participate at an upcoming on-site event at select locations in Little Rock, AR, Tyler, TX, and Coppell, TX or at any approved walk-in clinic (1,600+ nationally – pre-registration through H&H is required).

- **ON-SITE PARTICIPANTS:** Arrive about 5 minutes prior to your appointment.
- **CLINIC PARTICIPANTS:** Take the lab paperwork (received via email or mail once registered for the screening) along with a photo ID to the approved clinic. No co-pay or insurance information needed.

For assistance with on-line registration, or if you would prefer to register by phone, please call H&H (M-F, 8:30am-5pm CST) at 800.832.8302.

Is fasting required for the wellness screening?

While fasting is **not** required, it is encouraged for optimal results. Regardless of a participant choosing to fast, all are encouraged to stay well hydrated prior to their blood draw, drinking plenty of liquids - preferably water, diet soda, or coffee (no cream or sugar, but artificial sweeteners are okay). For best possible results: Avoid alcohol for 24 hours and unless directed otherwise by your physician, no food for 10 hours and take all routine Rx(s).

What is the H&H Wellness Screening?

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The H&H Wellness Screening involves a simple, venipuncture blood draw (taking approximately 3-4 minutes) to scientifically determine one's current health status. Each screening includes approximately 50 lab test results and is much more comprehensive than the preventative testing typically available through most health insurance plans. The H&H wellness screening does NOT test for drugs, alcohol, HIV, or STD's. All individually identifiable test results are held 100% confidential & HIPAA compliant by H&H. The testing performed measures diabetic risk, heart health, bone health, thyroid, liver function, kidney function, prostate health (PSA blood test for males 40+), etc. The typical out of pocket cost for testing this extensive is over \$400. The following is a complete list of all blood test results included with your free, confidential wellness screening:

Triglycerides	Total Cholesterol	HDL Cholesterol	LDL Cholesterol
VLDL Cholesterol	Cholesterol Ratio	Total Iron	TIBC
Iron Saturation	Glucose	BUN	Creatinine
BUN/Creatinine Ratio	Sodium	Potassium	Chloride
Carbon Dioxide	Calcium	Protein	Albumin
Globulin	Albumin/Globulin Ratio	Bilirubin Total	TSH
AST (SGOT)	ALT (SGPT)	Hemoglobin	Hematocrit
White Blood Cell Count	Red Blood Cell Count	MCV	MCH
MCHC	RDW	Platelet Count	Neutrophils
Lymphocytes	Monocytes	Eosinophils	Basophils
Alkaline Phosphate	Hemoglobin A1C	Bilirubin Direct	UIBC
Neuts (Absolute)	Lymphs (Absolute)	Eos (Absolute)	Baso (Absolute)
Mono (Absolute)	PSA (if Male 40+)		

If completed, what feedback will I receive on my wellness screening?

In addition to the on-line test results (available in the BIOMETRIC RESULTS box, found on the Dashboard, within approximately 72 hours of completing the blood draw), all wellness screening participants receive a customized, easy-to-read, hard-copy report within approximately two (2) weeks of completing their wellness screening. The mailed report offers participants insight on their current state of health, trending information (for those with prior test results through H&H), along with personalized comments from the nurse who evaluated the results - with specific notation as to any concerns the participant should act upon or monitor. In addition, all reports include information on the free, confidential health coaching services available through H&H that can assist individuals in achieving better health.

In the event lab test results indicate the need for more immediate attention, a nurse from H&H will call the participant within approximately 72 hours of receiving the blood test results. With the participant's consent, the nurse can also forward results to the participant's physician for further evaluation.

What is the Annual Preventative Visit?

The company-sponsored medical plan allows for a free, annual preventative visit with your primary care physician. To complete this activity, obtain the Physician Visit Verification Form by logging onto the H&H Wellness Portal, and then printing this form within the Activity Tab on the "ACTIVITY TRACKER" page. Fill out all required fields with your

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physician's office and then upload this form onto your Activity Tracker to validate that you successfully completed your annual preventative visit between January 1, 2024 – November 30, 2024.

What is the Wellness Survey?

The wellness survey is an independent, confidential questionnaire aimed at helping employers better understand which areas of health and benefits are of greatest importance to the group. All individually identifiable responses to the wellness survey are held 100% confidential & HIPAA compliant by H&H, with only aggregated responses (from the entire group) being shared with leadership. The Wellness Survey will automatically be tracked and recorded by H&H once you have completed the on-line survey. If needed, a hard copy of the survey can be provided by contacting H&H Health Associates at 800.832.8302 (M-F, 8:30am-5pm CST).

Completion of the H&H Wellness Survey does not impact your ability to achieve the incentive.

Important disclosures about confidentiality, etc.

H&H Health Associates, Inc. is required by law to maintain the privacy & security of your personally identifiable health information. H&H will never disclose your personal health information publicly or to your employer, except as necessary to respond to a request from you to share with your medical care provider, in the instance of a reasonable alternative or accommodation needed to participate in the wellness program, or as expressly permitted by law. Protected health information obtained through this voluntary wellness program will not be provided to your supervisors or managers by H&H and may never be used to make decisions regarding your employment. Beyond the reporting of any fraudulent behavior, as well as the aggregate 'group' reports derived from lab test results and responses to the confidential wellness surveys, only the name of the participant, dates of service & completion associated with the wellness program activities (including dates documentation was received, approved, and/or rejected), may be shared with the employer, benefit plan sponsors, administrators, and partners for billing and eligibility purposes, and to ensure that any and all applicable incentives (if any) are appropriately applied.

Protections from Disclosure of Medical Information

H&H Health Associates, Inc ("H&H") is required by law to maintain the privacy and security of your personally identifiable health information. For this reason, only aggregate "group" information may be shared with your employer, as well as benefit plan sponsors and partners as a means to aid in the design of future health benefits. H&H will never disclose any of your personal health information publicly or to your employer, except as necessary to respond to a request from you to share this information with a third party (example – your primary care physician), for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law.

Your personal 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. Participants will not be asked or required to waive the confidentiality of their personal health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for the purpose of providing services as part of the wellness program will abide by the same confidentiality requirements.

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 a participant provides as part of the

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wellness program (outside of fraudulent behavior) can 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. Further, you may not be discriminated against in employment as a result 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 your local Human Resources/Benefits team.

Who can I contact for additional information?

For assistance with the on-line portal registration or questions about blood test results, please contact H&H Health Associates, Inc (M-F, 8:30am-5pm CST) at 800.832.8302. Additional questions or concerns, please contact your HR/Benefits department.