

# Wellness at AECOM



## Biometric screenings

### Frequently asked questions

#### Wellness rewards

##### **How many wellness points will I receive for participating in the biometric screening?**

You will receive 30 wellness points for completing a biometric screening between October 1, 2017 and August 31, 2018.

##### **If I want to earn wellness points, do I have to receive a biometric screening?**

No, the biometric screening is just one of many optional activities you can complete. If you want to qualify for wellness rewards, the only required activity is the online health assessment. Beyond that, the choice is yours to complete whatever other activities you like.

##### **Should I complete my online health assessment before receiving my biometric screening?**

Yes, if possible. Your online health assessment results can help you decide which additional wellness activities you might want to participate in. Also, your points for all completed activities will show up on the wellness website only after you complete your online health assessment. You will earn 20 wellness points if you complete it by March 1, 2018. If you complete the online health assessment April 1 through August 31, 2018, you will earn 10 wellness points.

It's easy and takes only 15 minutes. You'll answer general health-related and lifestyle questions and provide your biometric screening numbers, if you have them. If you receive a biometric screening as one of your other activities, your screening results will automatically be added to your health assessment, overriding any numbers you may have already provided.

##### **How long after receiving a biometric screening will I receive my 30 wellness points?**

Your points for completing a biometric screening will appear within 10 business days after StayWell™ receives your results. Once you complete the online health assessment, you can view your points on the [wellness website](#), under the MY PROGRESS tab.

##### **Will my biometric screening results determine whether or not I get the wellness discount?**

No, the screening is an important way for you to learn specific information about your health status. By participating, you earn 30 wellness points, which will count toward the 100 wellness points you will need to receive the discount on your 2019 medical plan contributions.\*

\* New employees hired on or after June 15, 2018, and employees on an international assignment or leave of absence on or after June 15, 2018 (and their spouses/domestic partners), will automatically qualify for the 2019 wellness discount. Employees (and their spouses/domestic partners) covered by a union plan, SCA, collective bargaining agreement or other contract are not eligible for the wellness discount.





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## Fit Pass points

### What is Fit Pass and how does it work?

When you complete a biometric screening and **at least three** of your biometric screening results meet healthy targets, you will receive 5 Fit Pass points for each biometric screening number that falls within the healthy range, as determined by the U.S. Department of Health & Human Services (see chart below).

In addition, if **all four** of your biometric screening numbers meet the healthy targets, you will receive an additional Fit Pass bonus of 20 points — for a total of 40 Fit Pass wellness points.

Biometric Screening Healthy Target Outcomes (minimum of 15 points)	
 Blood Pressure at or below 140 systolic/90 diastolic	5 Fit Pass Points
 Glucose at or below 100 when fasting or 140 when non-fasting	5 Fit Pass Points
 Total Cholesterol at or below 200 <b>OR</b> Cholesterol Ratio at or below 5.00	5 Fit Pass Points
 Waist Circumference at or below 35 inches for women; at or below 40 inches for men <b>OR</b> BMI of 18.5 through 30	5 Fit Pass Points
<b>Fit Pass bonus if all four biometric screening numbers meet the above healthy targets</b>	<b>20</b> Fit Pass Points
<b>TOTAL Fit Pass points you can earn</b>	<b>40</b>

### If some or all of my biometric screening numbers are not in the healthy target ranges, can I resubmit new screening results?

Yes. You have one opportunity to resubmit new screening results at least 60 days after you receive your first screening confirmation email (usually within three days of your initial screening date). After 60 days, when you log on to the Quest appointment website, you will be able to select an additional screening option and make an appointment or download the *Physician Results Form*. Just make sure you resubmit your new biometric screening numbers by the August 31, 2018 deadline.

**FOR EXAMPLE:** John completed a biometric screening on May 15. His glucose and BMI numbers were in healthy ranges. However, his blood pressure and cholesterol were not within healthy ranges. John made some lifestyle changes and wanted to re-test. He logged in to the Quest website, downloaded the *Physician Results Form* and took it with him to his doctor's appointment on July 31 (more than 60 days since his previous screening email confirmation). Happily, he learned that his blood pressure and cholesterol were now in the healthy ranges. John's doctor filled out the *Physician Results Form*, faxed it in, and, after processing time, John received 20 Fit Pass points, 5 Fit Pass points for each of these healthy outcomes, and also received the 20-point Fit Pass bonus — for a total of 40 Fit Pass wellness points.

## Biometric screenings

### Other than to earn 30 wellness points, why should I receive a biometric screening?

Biometric screening numbers are good indicators of your overall current health and can act as warning signs of potential health risks, such as hypertension, heart disease or diabetes. If your numbers aren't where you'd like them to be, you can often improve them through lifestyle changes.

Even healthy individuals have discovered areas of concern through a biometric screening. If your results do not indicate a problem, it verifies your lifestyle is working for you. In addition, you can receive 15 Fit Pass points if *at least three* of your results fall within the healthy ranges, and if *all four* of your results fall within the healthy ranges, you'll earn 20 Fit Pass points (5 for each healthy outcome) plus a Fit Pass bonus of 20 more points for a total of 40.

### Why are these biometric screening measures important?

Biometric screening measure	Why it is important
<b>Blood pressure</b>	<ul style="list-style-type: none"><li>• It determines whether you have a low, normal or high blood pressure level.</li><li>• High blood pressure can put you at risk for heart or kidney failure, aneurysms and strokes.</li></ul>
<b>Blood sugar or glucose</b>	<ul style="list-style-type: none"><li>• It evaluates whether this important source of body energy is operating within normal levels.</li><li>• Keeping your blood sugar in check is an effective way to prevent diabetes and reduce its complications.</li></ul>
<b>Total cholesterol OR cholesterol ratio</b>	<ul style="list-style-type: none"><li>• It assesses your levels of total and HDL (good) cholesterol.</li><li>• Unbalanced levels of cholesterol can lead to heart disease and hardening of the arteries.</li></ul>
<b>Waist circumference OR body mass index (BMI)</b>	<ul style="list-style-type: none"><li>• Waist circumference and BMI can help determine whether your percentage of body fat puts you at low, moderate or high risk.</li><li>• This is important because too much fat puts undue pressure on many body organs, systems and structures.</li><li>• For some people, like body-builders, waist circumference is a better indicator of risk than BMI.</li></ul>

### Who is eligible to receive a biometric screening?

All U.S. benefits-eligible employees and their spouses/domestic partners are eligible to receive a FREE biometric screening at a participating Quest Lab or from their doctor, although if you visit your doctor, an office visit copay or coinsurance may apply. Free on-site biometric screenings are also available to employees, in many AECOM locations. You do not need to be enrolled in an AECOM medical plan to participate.

### How do I receive a biometric screening?

Employees and spouses/domestic partners can receive a FREE biometric screening at a participating Quest Lab or from their doctor, although if you visit your doctor, an office visit copay or coinsurance may apply. Free on-site biometric screenings are available to employees only in many AECOM locations. Access the [Screening program page](#) on the [wellness website](#) and then visit the Quest partner site to make an appointment at a participating AECOM location, make an appointment at a participating Quest Lab or download the *Physician Results Form*. Quest Lab registration and the *Physician Results Form* will be available in early January 2018, but physician results from October 1, 2017 through August 31, 2018 are eligible for wellness points.

### Is there a cost to receive a biometric screening?

There is no cost to you to receive a biometric screening, although if you visit your doctor, an office visit copay or coinsurance may apply. You may also submit one additional biometric screening test result at no cost.

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### **How long will the biometric screening take?**

An on-site biometric screening will take approximately 15-20 minutes. Screening duration at a Quest Lab or at your doctor's office will vary.

### **Do I have to participate in all elements of the biometric screening?**

No. You are encouraged to complete all elements, but you may choose to omit an element, if necessary. Also, your online health assessment results will be more accurate if your cholesterol and blood glucose levels are included. However, this data is not required for valid health assessment results.

### **Do I have to enter my biometric screening results into my online health assessment?**

If you have results from a past biometric screening, you can enter them when you complete your online health assessment, or you can leave that section of your health assessment blank. If you receive a biometric screening through *Wellness at AECOM* — on-site, at a Quest Lab or from your doctor — your results will automatically be submitted to your online health assessment, overriding any results you may have already provided.

### **If I am advised to seek immediate medical attention based on my screening results, will my medical expenses be covered by AECOM?**

No. You will be responsible for all charges not covered by your medical plan, and your usual out-of-pocket expenses will apply. Keep in mind that the advice provided by the screening staff is a recommendation only and should not be treated as medical advice. You should seek medical advice from your doctor.

## **On-site biometric screenings**

### **Which AECOM locations will be hosting on-site biometric screenings?**

Beginning in January, visit the [wellness website](#) for the schedule of on-site locations, dates and times. Once on the site, select the *Screening* page, register or log in to the Quest appointment tool, and then click on the *On-Site Screening* tile to view a schedule of on-site locations, dates and times.

### **How do I make an appointment for an on-site biometric screening?**

Please keep in mind that on-site biometric screenings are available to employees only at participating AECOM locations. To make an appointment for an on-site biometric screening event (if one is available at your location):

1. Log in to the [wellness website](#) (or register if it's your first time) and click on the PROGRAMS tab.
2. Click on the *Screenings* tile to access the *Screening* page.
3. Click on the link to the Quest site.
4. Click on the *On-Site Screening* tile, enter your zip code and identify the location nearest you (not all AECOM locations offer an on-site event).
5. Follow the prompts to schedule a date and time. You will receive an email confirmation.

### **What health values will be measured during the on-site biometric screening?**

The biometric screening includes measurements for height, weight, waist, blood pressure, total cholesterol, HDL and glucose (blood sugar). You will receive your results within minutes and a health professional will review them with you.

### **How will my cholesterol and glucose be checked during the on-site biometric screening?**

Your cholesterol and glucose levels are measured by using the finger stick method to draw blood. This is easy and fast. You will receive immediate results along with a brief on-site consultation with a health professional. The screener will prick your finger and place the blood sample into a Cholestech LDX Analyzer, which processes your results. The machine automatically reads the blood and provides results within 10 minutes.

### **Do I have to fast before the on-site biometric screening?**

No. You are not required to fast for on-site biometric screenings. Non-fasting tests are accurate for measuring your total cholesterol, HDL cholesterol and blood glucose. If your test results are borderline or high, the staff at the screening will encourage you to see your physician for a comprehensive fasting blood test.

### **How accurate is the on-site biometric screening compared to a lab test with my doctor?**

The Cholestech LDX Analyzer machine matches the percent total error standards recommended by the National Cholesterol Education Program (NCEP) and is certified by the CDC's Cholesterol Reference Method Laboratory Network (CRMLN). Clinical laboratories are held to these same requirements.

Guidelines set by the CRMLN state the acceptable total error for total cholesterol is less than 8.9% with a 95% confidence rate. This means there may be a slight difference between values obtained in a physician's office versus the values generated by a Cholestech machine, and even between two tests run on the same machine.

### **Can spouses/domestic partners attend an on-site biometric screening?**

No. On-site biometric screenings are available to employees only. Spouses/domestic partners may receive a free biometric screening at a Quest Lab or from their doctor (an office visit copay or coinsurance may apply).

## **Biometric screenings at a Quest Lab**

### **How do I receive a biometric screening at a Quest Lab?**

To make an appointment for a biometric screening at a Quest Lab:

1. Log in to the [wellness website](#) (or register if it's your first time) and click on the PROGRAMS tab.
2. Click on the *Screenings* tile to access the *Screening* page.
3. Click on the link to the Quest site.
4. Click on the *Quest Lab* tile to identify a lab location nearest you. In a few instances, a Quest Lab may not be available within a reasonable distance from either your home or work location.
5. Follow the prompts to schedule a lab appointment. Print your appointment form on the confirmation page and bring it to your lab appointment along with a photo ID. You will also receive an email confirmation.

You must visit the lab to complete your biometric screening by August 31, 2018, to receive your 30 wellness points.

### **Do I need to bring anything to my biometric screening at a Quest Lab?**

Bring your appointment form from the confirmation page (see step #5 above) and a photo ID.

### **Do I need to fast if I receive a biometric screening at a Quest Lab?**

Yes, a 9-12 hour fast is required when you receive a biometric screening at a Quest Lab. If you do not fast, you may be turned away.

### **How are biometric screenings administered at a Quest Lab?**

Samples are collected via venipuncture, which is the drawing of blood from a vein rather than a finger prick.

### **How do I receive my Quest Lab biometric screening results?**

Your results will automatically be sent to StayWell and submitted to your online health assessment. You'll also receive a copy of your lab results in the mail.

Your biometric screening points will appear on your MY PROGRESS page within 10 business days of your appointment. You must visit the lab to complete your screening by August 31, 2018, to receive your 30 wellness points.

### **If my address has changed, how can I be sure my Quest Lab results go to the right location?**

If you go to a Quest Lab for a biometric screening, your lab results will be mailed to your address on record with AECOM. If you have recently moved, please contact your HR representative to update your address.

# Biometric screenings from your doctor

## How do I submit biometric screening results from my doctor?

1. Log in to the [wellness website](#) (or register if it's your first time) and click on the PROGRAMS tab.
2. Click on the *Screenings* tile to access the *Screening* page then click on the *Physician Results Form* tile (Healthcare Provider Form).
3. Download your unique *Physician Results Form*, and read the instructions thoroughly.
4. Take the form to your appointment and ask your doctor to complete and sign the form. Be sure the form is completely filled out with the date of the screening and your results.
5. You may fax it to the number listed on the form, or you may follow the instructions and electronically upload the form by logging back into the *Screening* page on the [wellness website](#) to be directed to the correct Quest website.
6. Quest must receive your completed form by **August 31, 2018**. You will receive an email confirmation when Quest receives the form.

## What if I already received a biometric screening from my doctor when I had my annual physical earlier this year?

Any biometric screening results you have received since October 1, 2017, will qualify. Follow the above steps to download your *Physician Results Form* and submit it to your doctor's office to complete. Then fax or electronically upload the completed form no later than **August 31, 2018**. Submission instructions are on the form.

## Is fasting required to receive a biometric screening from my doctor?

You'll need to ask your physician in advance if fasting is required.

# StayWell

## Who is StayWell?

StayWell is AECOM's wellness partner. StayWell is an independent provider of health promotion programs and services, specializing in helping organizations improve the health and well-being of their employees since 1978.

## Who is Quest Diagnostics?

StayWell partners with Quest Diagnostics to administer our on-site biometric screenings and to provide biometric screenings at participating Quest Labs or Patient Service Centers.

# Confidentiality

## Will my biometric screening results be kept confidential?

Yes, all information is treated as confidential medical information. You allow StayWell to handle this information by signing the *Screening Consent Form*. Your personal results will not be shared with anyone at AECOM. StayWell administers the screenings to ensure confidentiality and is held to strict privacy and security laws.

## What if I don't agree with language on the *Screening Consent Form*?

You will need to sign a *Screening Consent Form* to participate in the biometric screening. If you do not provide your consent, you will not be allowed to participate. StayWell is required by law to receive employee consent prior to obtaining confidential medical information.

# Wellness website

## What is the wellness website?

To learn more about *Wellness at AECOM* and participate in the program, visit our wellness website developed by StayWell. On the wellness website, you can schedule an on-site biometric screening (if offered at your location), register to receive a biometric screening at a Quest Lab and find the *Physician Results Form* for submitting your biometric screening results.

It's a mobile-friendly site that's easy to use on your computer, smartphone or tablet... you can access it anytime, from just about anywhere.

## How do I access the wellness website?

Log in to the wellness website at [AECOMwellness.staywell.com](https://www.aecomwellness.staywell.com). Employees can also access the site through their [personalized benefits account](#) (once you log in, click the *Wellness at AECOM* tile, and you'll automatically be logged in to the wellness website).

Select the MY PROGRESS tab, then click on the link to the Quest site. From there, you can select your screening option and make an appointment with a Quest lab or with your doctor.

*AECOM has the highest respect for your privacy. Please be assured that Wellness at AECOM is delivered in a safe, secure and confidential environment. AECOM is not privy to any aspect of your participation other than whether or not you've completed the program components and qualify for any wellness rewards.*

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