

## How can I tell if I have received credit for completing a biometric health screening or health risk assessment?

Before you can receive credit for completing a biometric health screening and/or health risk assessment, your medical insurance plan must notify the Employee and Retiree Service Center (ERSC) of your Wellness Initiatives participation. The insurance companies submit this data to ERSC throughout each fall. There are two ways to check to see if your credits have been applied. Both begin by visiting the [Employee Self-Service \(ESS\) web page](#). From the ESS web page—

1. Click on **Tobacco attestation** and log in using your Outlook username and password, or
2. Click **My current benefits** and—
  - Log in using your Outlook username and password;
  - Change the effective date to January 1 of the next calendar year;
  - Click **Continue**.

If you completed a biometric health screening and/or health risk assessment between the first day of fall Open Enrollment and the Friday before the next Open Enrollment begins a year later, your credits will be indicated by a “Y” if ERSC has received the information, and an “N” if ERSC has not received the information.

If, by December 1 of the current calendar year, your credit(s) have not been entered, please [e-mail ERSC](#) with the following—

- your name and employee ID number,
- the dates you completed your biometric health screening and/or health risk assessment, and
- whether your screening was conducted by your primary care physician or at a Well Aware health screening.