



Webb County Public Health Services

1620 Santa Ursula Ave. – (956) 523-4747

<https://www.webbcountytx.gov/IndigentHealthCare/>

Employee Wellness Incentive Program

Only county employees in permanent full time positions who are insured under the Webb County AETNA insurance are eligible to participate in the Wellness Program. Employees who successfully complete eight (8) wellness tasks (three mandatory and five additional) during the 2023-2024 fiscal year will receive two (2) wellness days.

Mandatory Tasks: Employees need to complete ALL of these 3 tasks

Annual Physical Exam

- Employees must complete an annual physical exam through a Primary Doctor or at the Employee Clinic. Call 956-523-4021 to schedule an appointment at the Employee Clinic.
- *Proof: Submit Aetna Explanation of Benefits (EOB) for office visit or the physical completion form issued at the employee clinic.*

Blood Panel (Labwork)

- Employees must get labwork done either with their private doctor or at the county employee clinic. Call 956-523-4021 to schedule an appointment for lab work at the Employee Clinic. (Employees need a lab order from a doctor)
- *Proof: Submit Aetna Explanation of Benefits (EOB) for labwork, the results printout from lab provider (top section only; can black out results) or labwork letter from a doctor.*

Blood Pressure Checks

- Blood pressure Kiosk stations are available at various locations: Billy Hall Administration, Justice Center, Road & Bridge, Public Health & Bruni Health Clinic.
- Employees must complete four (4) blood pressure checks; each check must be at least 1 week apart.
- *Proof: Submit historical report from the blood pressure kiosk (website listed below).*

Webb County Wellness Program HEALTH STATION KIOSKS

How to login

- Username is WC + Employee ID
 - (i.e. WC0000)
- initial password is 9999
- change and verify password
- select the take tests button at the bottom of the screen
- begin taking your blood pressure

Once you create an account, the health station kiosks save the information from each blood pressure check online.

Use this website to access your historical information :
<https://healthbotapp.azurewebsites.net/Account/Login>



You will use your kiosk user and password to access the account online.

History		Sample of History Report				
History of measurements for user: WC 1234						
	HR	BP Sys	BP Dia	Weight lbs	Weight kg	
Max	72	122	79	166	75	
Min	67	108	76	164	75	
Avg	69.7	115.3	77.3	165.4	75.0	
Date	HR	BP Sys	BP Dia	Weight lbs	Weight kg	
3/28/2024	70	122	79	164	74.6	
3/20/2024	72	116	77	166	75.2	
3/6/2024	67	108	76	166	75.3	

Additional Tasks: Employees need to complete 5 out of the 18 additional tasks listed below

Primary Care Physician

- Employee is encouraged to have a primary care doctor.
- *Proof: Submit Explanation of Benefits for office visit, letter from physician or prescription.*

Annual Dental Cleaning with an In-network Provider

- *Proof: Submit Aetna Explanation of Benefits (EOB) for cleaning or receipt with date of service, employee & provider name*

Annual Vision Exam with an In-Network Optometrist/Ophthalmologist

- *Proof: Submit Aetna Explanation of Benefits (EOB) for exam, a receipt with date of service, employee & provider name, or prescription for eye glasses/contacts*

VACCINES:

- Employees can obtain any or all of the following disease preventable vaccines.
- *Proof: Submit a copy of the vaccine card, Aetna Explanation of Benefits (EOB) or letter from vaccine provider.*

Influenza (Flu) Vaccine: Available on a seasonal basis (September – April)
(Available at Webb County Public Health Dept., local pharmacies or doctor's office)

COVID-19: Needs to be the vaccine dose available after September 2023 (Monovalent)
(Available at pharmacies or primary physician's office)

TD/TDaP (Tetanus) Vaccine:
(Available at Webb County Public Health Dept., local pharmacies or doctor's office)

PREVENTITIVE SCREENINGS:

- Employees can obtain any or all of the following preventative screenings within 2023-2024.
- *Proof: Submit a copy of the AETNA explanation of benefits (EOB) or receipt with date of service, employee & provider name*

PAP Smear Exam

Endoscopy

Mammogram Exam

Colonoscopy

Electrocardiogram (EKG) Test

Prostate-Specific Antigen (PSA) Test

TRAINING & EDUCATION:

- Employees can participate in any or all of the following trainings and education.
- *Proof: Submit a copy of the certificate of completion received within 2023 - 2024.*

Attend one Human Resources Training

Attend one Risk Management Training

CPR or Basic Life Support (BLS) Certification

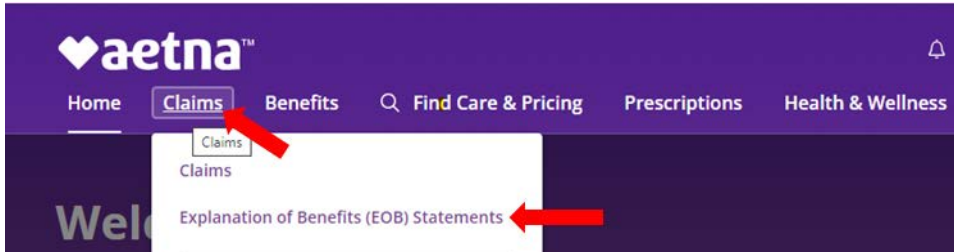
Tobacco Cessation Program (Available through Deer Oaks)

Meeting with a Dietician (Available through HEB or other dietician)

How to get an AETNA Explanation of Benefits (EOB)

An Explanation of Benefits (EOB) is a statement that provides the list of services and cost information for claims submitted by health providers.

- Sign into the AETNA website: <https://www.aetna.com/about-us/login.html>
- Create an account or login to your existing account. To create an account you will need your Member ID number that is on your Aetna Insurance card.
- Once you login, place the mouse pointer over the Claims option on the top menu and then click on Explanation of Benefits (EOB) Statements.



- A list of your statements will appear sorted by statement date. Search for the provider that you need the EOB for and click on Download PDF.

Explanation of Benefits (EOB) Statements

Statements provide detailed coverage and cost information for claims. If you have a Health Reimbursement Account (HRA), you will also receive Monthly Summary Statements.

Statement date	Statement type or provider	Visited on	Member	
May 5, 2024	Carlos Romero Vicente Dominguez	Apr 11, 2024 Apr 4, 2024	[Redacted]	View summary Download PDF

- Upload that PDF file as proof of your completed task.

Where do I submit the information for completed tasks:

Use the website link below or scan the QR code to access the Webb County Employee Wellness Program submission form: <https://form.jotform.com/232994123930155>



Once all of the information is uploaded, click on the green submit button. Your information will be verified within 1-3 business days. If there are any questions or additional information is needed, you will receive an e-mail. The two (2) wellness days will be added to your Accrued Leaves by the Human Resources Department within 5-7 business days.

Contact the Public Health Services Department at (956) 523-4747 if you have any questions regarding the Wellness Program or have trouble submitting your documents.

Frequently Asked Questions:

What are wellness days and how many days does an employee receive?

- They are additional personal days off (8 hours each day). Every eligible employee will receive 2 days off. The wellness days must be taken/used within the same fiscal year they are received (Sept.30) and must be taken in increments of 8 hours.

Do I have a deadline to submit my documents?

- Yes, the wellness tasks must be completed and submitted by July 31.

What is the JotForm Portal?

- JotForm is an online application/website used to create the form that employees will use to upload the proof of the completed health tasks.

How do I know when my wellness days have been approved?

- Employees will receive an e-mail from JotForm stating that they have met all of the requirements.

Thank you for your submission. You have met all of the requirements to earn two (2) eight-hour Wellness days. The days must be taken in eight (8) hour increments and must be taken before the end of the fiscal year (September 30th). These days do not roll over and are not subject to payout/buyback. Please allow 7-10 days for the accruals to reflect in TimeClock Plus.

How soon can I use my Wellness Days?

- Wellness days can be used as soon as they are available in your accruals on TimeClock Plus and at the approval of your supervisor/director.

Ledger	Accrual Bank	Accrued
	(900036) WELLNESS DAY	16.0000 Hours

Do I need to get my physical and bloodwork tasks done at the Employee Clinic?

- Employees can submit proof of tasks completed with their primary doctor.

Do I need to submit the results of my exams as proof of a task?

- No. Employees can block out the results of any exams. The proof submitted must include the employee name, date of service that the task was completed, the name of the doctor or health care provider and the type of service that was received.

Do I need to take time off to complete a Wellness Visit task at the Employee Clinic?

- Permission from a supervisor/director must be granted prior to scheduling an appointment at the employee clinic during working hours. Employees are required to clock out and clock back in when they return. You will be given a Wellness Program slip at the Employee Clinic with the arrival and departure times. The Payroll staff in your department will modify the job codes accordingly as a Wellness Visit. Time taken will not be deducted from employee accruals. Employees should not take more than 2 hours and must return promptly to their workplace after leaving the Employee Clinic.

If I completed a health task during 2023, can I submit that as proof?

- Yes. Only for fiscal year 2023-2024, any tasks completed at any time during 2023 will be accepted for the Wellness Program. Program guidelines are subject to change.