

## WELLNESS SCREENING VERIFICATION

Orange County has implemented a Wellness Program to encourage employees to live healthier lives by actively engaging with a health care provider and utilizing the preventative services available in the County's health benefit program. Employees who are enrolled in the County's medical benefit plan must complete an annual wellness screening in order to receive the wellness reward- personal time off (PTO) day (8 hours).

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### TO BE COMPLETED BY EMPLOYEE:

Full Name (PRINTED): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_ - \_\_\_\_

By my signature below, I affirm that I have received, read and understand the Wellness Screening Program and I authorize my physician to verify that I have completed a wellness exam with biometrics provided at my physician's office on the date indicated below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### IMPORTANT NOTES:

- No Protected Health Information (PHI) and no results of any biometric screening (lab results) shall be included on, or attached to this form.
- To receive credit for completion, the wellness exam must be completed between 10/1/2025-9/30/2026. This form must be submitted by 9/30/2026 to the Human Resources Department.
- While wellness exams often include blood pressure, cholesterol, glucose and/or body mass index checks, at this time, no specific tests are required.

### TO BE COMPLETED BY PHYSICIAN:

I certify the above named patient has completed an Annual Exam/Wellness Exam with biometrics at my office on the following date: \_\_\_\_\_

Name of Physician (PRINTED): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return this form to HR before 9/30/2026*

## County Specific Incentive Plan

A proposal to encourage County employees who are covered on the Orange County Health Plan to have at least one annual wellness exam. Details and rules are:

- This program is voluntary and employees who are covered on the health plan are not required to participate.
- Employees who are on the health plan have the opportunity to obtain at least one annual wellness exam between 10/01/2025 and 09/30/2026.
- There are several options available for employees to complete the requirement:
  - o Doctor's Office claim filed;
  - o Doctor completes a verification form (on the next page); or
  - o Attend and complete an onsite screening provided by Catapult.
- All employees who obtain an annual exam in the designated timeframe will be allowed a personal time off (PTO) day {8 hours) to be used from 1/01-12/31/2027. This day must be pre-approved by the Elected Official or Department Head. If the employee terminates prior to using the PTO day, they will lose this day. The County will not pay this time at termination of employment and the employee will lose the earned time after 12/31/2027 if not used. There is no option for payment in lieu of taking time off work.