

# Pacific Union College

## Wellness Program Guidelines and FAQs

1. Who is required to participate in the Wellness Program?

All PUC employees who participate in the college's health care plan (Delta)

2. Do I have to fill out the booklet again this year?

YES. We are getting the software for the smaller (10 question book) when it is available, which unfortunately will not be until the end of 2006 or early 2007. So, the good news is: this will be the LAST time you have to fill out the booklet.

3. I had a physical with my doctor this summer, so do I have to have the lab work done again?

If you have had a physical with your primary physician since April 1, 2006, you can submit a copy of the lab results from that visit. Any lab work that was not done during that time will still need to be completed with the Wellness office.

4. What are the specific lab tests that are required for the Wellness screening?

Lipid panel (cholesterol, LDL, HDL, triglycerides, and chol/HDL ratio)  
Fasting glucose (blood sugar)  
Hemoglobin  
PSA (for all men age 40 and over)

5. What are the other required elements to complete my Wellness screening?

Height/weight  
Blood pressure and pulse  
Body composition analysis (this is done on our new scale)  
Waist girth measurement  
1 mile walk evaluation  
Health Risk Assessment questionnaire

6. Can my spouse participate in the Wellness program if they don't work at PUC?

Spouse participation is optional but available for all spouses of PUC employees.

7. Do I have to attend workshops/classes or seminars?

You will be required to attend 2 out of 6 scheduled health seminars or workshops PER QUARTER. They will be scheduled at various times and on various days of the week to try and accommodate scheduling conflicts. We will also be working on a DVD/video library if there is no way for you to attend 1 of the 2 required meetings. If you choose the DVD/video option for one of your sessions, there will be a very brief questionnaire to complete and turn in to get credit for completing the DVD/video.

8. How do I get my rebate in December?

In order to get 100% of your rebate back, you will need to complete the following three items BEFORE Friday, October 27, 2006. (THERE WILL BE NO EXTENSIONS TO THIS DEADLINE!!!!)

1. Complete all required lab work and screening information listed in #4 and #5 in the FAQ's.
2. You will need to attend 2 out of 6 scheduled health seminars or workshops before December 1, 2006.
3. You will need to complete the one mile walk assessment at the track before October 27, 2006. (There will be numerous days and times to complete this part of the wellness assessment.)

\*If you do not complete the above 3 items by October 27, 2006, you will only receive 75% of the total amount deducted.

\*If you do not complete any follow up appointments/consultations with the wellness coordinator (Tammy Cantrell, RN) you will only receive 50% of the deducted premiums. (For example, if you had an abnormal lab value that needed to be rechecked and you fail to come in for your follow up appointment to get it rechecked, then you are subject to the rebate reduction.)

9. How do I schedule an appointment for my Wellness screening?

1. Call the Wellness office at 6330. If you receive the voice mail message, please leave the extension where you can be reached and what day and time of day you would prefer to come in for your screening. You will receive a return phone call within 24 hours.
2. E-mail Tammy at: [healthnwellness@puc.edu](mailto:healthnwellness@puc.edu) or [tcantrell@puc.edu](mailto:tcantrell@puc.edu) and let her know what day and a time range you are interested in and she will e-mail you back your appointment time. (For example, when you e-mail, say something like: "I'd like to come in on Wednesday between 8 and 10 am.")
3. You can stop by the Wellness office (located next door to Health Services – the next door over towards Grainger).

10. Do I have to fast for the lab work?

Yes, the lab work requires that you fast for 12 hours before the test. (You may have small sips of water). Please feel free to bring your breakfast with you and you can eat as soon as we do the lab test.

11. Will the blood be drawn out of my arm or is it a fingerstick?

All lab work (except the PSA for men 40 and over) is done with a fingerstick. In the past, some of you have requested that it be done with a draw from your arm, and that can be done at your request.

12. How long does the Wellness screening take?

The appointment takes approximately 15-20 minutes (not counting the time it takes to fill out the booklet/questionnaire). The one-mile walk obviously will not be done at the same time.

13. What specific things are going to be available to me to help me with my wellness goals and objectives during the 2006-2007 school year?

1. We are developing a more user friendly schedule for the gym, fitness center, and pool.
2. We are exploring options with outside business people for additional fitness opportunities in the Angwin area.
3. We will be having a minimum of 4 classes/workshops per quarter on various topics and issues to help you learn valuable information in pursuit of your wellness goals.
4. The Health & Wellness coordinator (Tammy Cantrell, RN) will be available with regular office hours and appointments as requested to help you as much as possible.
5. We are initiating several new wellness boosters including a walking club, a stress management/reduction class, and we will also be starting other classes to address specific health needs as requested.
6. We will be continuing the Weight management class (“Worth our weight in gold”) and it will be meeting twice during the week – once from 7:30-8:00 am and then again from 12:00-12:30 on Wednesdays.
7. We are trying to get a Health & Wellness lending library going in the Wellness office to have books and videos that you can check out to read/enjoy at your own pace.
8. There will be Health & Wellness packets beginning October 15<sup>th</sup> that can be checked out from the Wellness office that will include information, wellness challenges, and some fun facts on a variety of topics that will change monthly.

14. How do I get my rebate for the second half of the school year in June 2007?

In order to get 100% of your rebate in June 2007 for the second half of the school year you will need to do the following:

\*You will need to attend a total of 4 (out of 12) workshops/seminars during the winter and spring quarters. Once again the video/DVD library will be available to complete **one** of the required seminars per quarter if necessary.

\*You will need to schedule an appointment with Tammy Cantrell during the month of March to go over any further follow up items or changes that need to be made in your wellness plan. Any further follow up or additional needs will be discussed at that time. The appointment will take approximately 10 minutes and early morning and evening appointments will be available.

\*You will need to repeat the mile walk evaluation in April (there will be times set up during the first two weeks of April at the track).

15. What if I have a question that wasn't answered in this FAQ's section?

You can reach Tammy Cantrell, RN or Mary Simons in the wellness office by:

\*\*\*Calling extension 6330 and leaving a message.

\*\*\*Sending an e-mail to: [healthnwellness@puc.edu](mailto:healthnwellness@puc.edu) with your question.

\*\*\*Stop by the Wellness Office. (There will be a calendar posted in the window with the office hours for the month beginning October 1st.)