

YOUR QUICK-START GUIDE TO VITALITY CHECK® DAYS.

With HumanaVitality®, helping build a healthier community really pays.

The Health Department is committed to helping promote the health of the people in your community. And through your alignment with the HumanaVitality wellness and rewards program, you can support that mission even more – by setting up Vitality Check Days with your local schools and state entities.

A Vitality Check is a biometric screening that can help KEHP (Kentucky Employees' Health Plan) members learn about their current health. This quick-start guide will give you step-by-step guidance on everything you need to know about scheduling Vitality Check Days and how each Health Department can be reimbursed.



Relationships are key.

Why should I reach out? Scheduling Vitality Check Days encourages employee participation in the HumanaVitality wellness and rewards program, and can even help improve the overall health and well-being of the entire school. Plus, the Health Department will be reimbursed for each Vitality Check.

Who should I reach out to? School District and State Entity Leadership. This includes all KEHP locations in your community (e.g., school district, local government, Kentucky Community and Technical College System, and more).

- To find out which schools and state entities are in your county, visit livingwell.ky.gov → Wellness Champs → Health Department Champs.



Schedule a Vitality Check Day.

How do I schedule a Vitality Check Day? The following process is recommended but not required. Consult your local district's standard procedure.

- Contact the schools or state entities in your district.
- Have them complete a request form (download this form at livingwell.ky.gov → Wellness Champs → Health Department Champs).
- For efficiency and planning purposes, require at least 20 committed participants and a six-week scheduling lead time. (The number of participants can be changed up to 10 days prior to the event.)
- The school or state entity will confirm they have met all requirements by completing the form and returning it to the Health Department.
- The Health Department will approve the event and send a confirmation email, along with flyers and posters that can be used to promote the event.

Go to livingwell.ky.gov → Wellness Champs → Health Department Champs to download flyers, posters, and other promotional materials.





Prepare for a Vitality Check Day.

What do I need to know about a Vitality Check? The Vitality Check is a blood screening and biometric assessment which measures body mass index (BMI), blood pressure, blood glucose, and total cholesterol.

What will the location provide? A designated area to conduct each Vitality Check that will include:

- Space for screening stations, space for a check-in station, and a resource table for educational materials. (The number of screening stations is determined by the expected number of participants.)
- An electrical outlet, good lighting, a table, two chairs, and a waste receptacle for each screening station.
- A table and chairs for check-in and checkout.

What will the Health Department provide?

- All testing supplies, testing equipment, screening station materials, and qualified medical staff to administer the biometric screenings.
- Informational materials and trained staff members to help educate participants on their test results, discuss their health risks, and answer any questions they may have.



Submit each Vitality Check and get reimbursed.

How does the Health Department get paid? After you schedule your Vitality Check Day, follow the steps below in the CDP billing system to receive payment for each Vitality Check.

- Register each patient and capture their information using patient registration. Verify that the patient's Humana insurance information is correct.
- Enter the HumanaVitality screening encounter on the Patient Encounter System/ Patient Services/Supplemental screen. Designate the supplemental encounter as a HumanaVitality encounter.
- Use Patient Look-up to select patient and enter the patient's test results in the HumanaVitality Results Pending screen.
- On the first weekend of the month, report 2657 is created if any HumanaVitality encounters have been entered. Clinic staff needs to review the report and make sure that all encounters for the previous month have been entered. Clinic staff have one week to get any corrections made. CDP will send a file to HumanaVitality the next week. Reimbursement will be provided by KEHP and monthly checks will be sent by Humana.

Reimbursement process current as of May 2013 and may be subject to change.



Schedule a Vitality Check Day. Visit livingwell.ky.gov → Wellness Champs → Health Department Champs to get started.