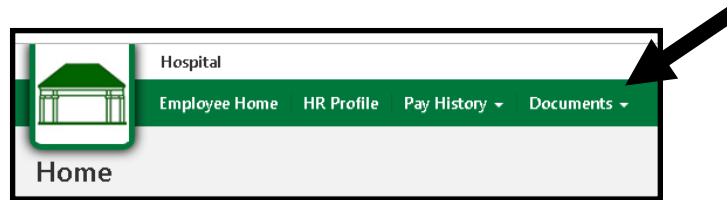


# Do you have my wellness form?

**Step 1:** Log into your myHRPortal using your Fitzgibbon email address and password



**Step 2:** Click on the "Documents" tab (be patient, it takes just a second to load)



**Step 3:** Locate your Health Insurance Wellness Form (tip: use the "Page Size: All" to view all documents located in your personnel file).

**Step 4:** Click "View"

**My HR Documents** [+ New Document](#)

Below are the current documents in your employee folder.

	Status	Document	Last Action Time
<a href="#">View</a>	Complete	Other Employee Documents (2)	11/13/2019
<a href="#">View</a>	Complete	Accounting Documents (2)	11/5/2019
<a href="#">Manage</a>	Imported from Accounting Package	W-4	10/31/2019
<a href="#">Manage</a>	Complete	Direct Deposit	10/8/2019
<a href="#">Manage</a>	Submitted for Employee Review	I-9	9/30/2019
<a href="#">View</a>	Complete	Confidentiality Statement	9/30/2019
<a href="#">View</a>	Complete	Background Checks	9/24/2019
<a href="#">View</a>	Complete	Accounting Documents	8/27/2019
<a href="#">View</a>	Complete	Other Employee Documents	8/26/2019
<a href="#">Review</a>	Submitted for Employee Review	Retirement Election/Change Form	8/23/2019
<a href="#">View Update</a>	Complete	<b>Health Insurance Wellness Form</b>	7/9/2019
<a href="#">View Update</a>	Denied	In-House Employment Application	5/15/2019
<a href="#">View Update</a>	Denied	In-House Employment Application (2)	5/15/2019
<a href="#">View Update</a>	Complete	In-House Application	4/16/2019
<a href="#">View Update</a>	Denied	Missouri State W-4	2/7/2019

Pages: 1 - 1 (15 items) [1](#) Page size: All

Continued on next page.....

# Do you have my wellness form?

## *continued*

**Step 5:** Is your last physical examination date between December 1, 2018 and December 9, 2019?

If so you are good to go!

If not, this is an old wellness form and you still need to turn your form in by December 9, 2019 to get the discount for 2020.

### Document

**Document Name:** Health Insurance Wellness Form


**Description:** Employees enrolling in the Employee Health Insurance Plan must submit the "Wellness Form" by December 1st of each year. Failure to submit the "Wellness Form" by December 1st will result in enrollment in the Non-Wellness benefit. Print this form and submit it to Human Resources or upload the completed form to your HR Portal by December 1st to receive the wellness discount.

**Status:** Approved

**Employee Signature:** Bethany Kreisel signed this document on 7/9/2019

[Show this document's history](#)

[Open in a new window](#)

Member's Signature	Date
	
Date of Last Physical Examination:	<div style="border: 2px solid red; padding: 5px; display: inline-block;">7/9/19 mm/dd/yyyy</div>

I, the undersigned, hereby certify that I am the named member's health care provider and I have met with the named member to complete a physical.

**Don't see your wellness form?** This means HR has not received your form. Contact your provider to complete your wellness form. You can upload completed forms to your myHRPortal, email them to Human Resources staff, fax them to (660) 831-3318, or deliver them to HR directly (slide under the door if after office hours).