

Wellness Center Procedures

Per ARC mass distribution email from Human Resources 3/4/2015

Recognizing that employees perform their best in both their personal and work life when they are healthy, the mission of our Wellness Center is to maintain and support a workplace that encourages a healthy lifestyle. In an effort to provide you seamless, professional care, please note the following key reminders and policies (complete list attached):

- **Appointments are necessary**
 - **Urgent issues will be addressed on an individual basis depending on presenting symptoms and medical needs as well as the availability of the Nurse Practitioner. Every effort will be made to accommodate urgent concerns in a timely manner.**
- **Prescription refills REQUIRE a visit with the Nurse Practitioner after 90 days of previous appointment to ensure the prescribed medication is accomplishing the desired effect**
- **Call the Wellness Center at least 3-5 days before running out of your medication to set up a medication refill appointment**
- **Health Risk Assessments require longer appointments**
 - **\$20 fee is paid to Human Resources**
 - **Receipt needs to be brought to the Wellness Center the day of the appointment**

There are many employees taking advantage of the services being provided at the Wellness Center, and we realize that this has impacted the time frame of getting an appointment. It is very important to us that all covered employees and dependents have a great experience at the Wellness Center, and we are working with Healthstat to determine the type and number of additional resources for the Wellness Center.

As always, we encourage all employees to maintain professionalism while waiting to receive services or being provided services from the Wellness Staff