

# Provider Verification Form

2016 - 2017

livewell

<b>Patient Information</b>			Employee <input type="checkbox"/>	Covered Spouse <input type="checkbox"/>
Last Name	First Name	Date of Birth		
Address — Number and Street		City	State	Zip Code
Phone Number	Email Address	Member's Employee ID Number (six digits)		
Patient's Signature		Date		

Please mark the check box of completed actions

	Health Action	Date of Service
<input type="checkbox"/>	Completion of Annual Wellness Physical Examination	
<input type="checkbox"/>	Completion of Biometric Screenings	
<input type="checkbox"/>	Completion of Mammography	
<input type="checkbox"/>	Completion of OB/GYN Exam	
<input type="checkbox"/>	Completion of PSA Test	
<input type="checkbox"/>	Completion of Skin Cancer Exam (with dermatologist)	
<input type="checkbox"/>	Completion of Colonoscopy	
<input type="checkbox"/>	Eye Exam (with optometrist)	
<input type="checkbox"/>	Dental Visit 1	
<input type="checkbox"/>	Dental Visit 2	

Provider Signature \_\_\_\_\_

Date \_\_\_\_\_

Provider Name (Please print) \_\_\_\_\_

Phone Number \_\_\_\_\_



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## When to use this form:

Use this form if:

- ✓ you have opted out of Saint-Gobain medical and/or dental coverage but participate in the LiveWell program; or
- ✓ you have Saint-Gobain medical and/or dental coverage but your provider did not correctly code your visit/service for CIGNA or Horizon. You should also contact your provider to have the claim submitted correctly.

If you are enrolled in the Saint-Gobain medical plan, CIGNA and Horizon automatically send Asset Health your annual preventive screening completion. No personal health information is shared with Asset or Saint-Gobain. Credits will appear on your LiveWell account between 6-8 weeks after your visit.

**Women who complete regular monthly visits with their OBGYN during pregnancy may request an Annual Physical substitution by emailing [LiveWell@saint-gobain.com](mailto:LiveWell@saint-gobain.com)**

## Instructions:

1. Print this form and complete the 'Patient Information' portion.
2. Bring the form with you to your Annual Physical, Biometric testing (BMI, total cholesterol and HDL, blood glucose and blood pressure), preventive screening or dental exam.
3. Have your provider
  - a. check the box next to each screening/exam performed and enter date of service in the 'Date of Service' column.
  - b. sign the form and provide their contact information.
4. Upload the completed form onto the LiveWell website
  - a. Scan and save the completed form so it can be uploaded
  - b. Log onto [SGCBenefits.com](http://SGCBenefits.com) and click on Wellness to reach the LiveWell web site.
  - c. Go to the **Activity Tracking** tab and click on **Reporting**.
  - d. Complete the activity that aligns to the test/procedure
  - e. Click on the paperclip, find the scanned copy of this document and click the Upload button.
5. Keep a copy of this form for your records.

**Forms submitted without the Member Information, signature at the bottom or date of service within the LiveWell year will be rejected**

**If you have limited computer access**, you can scan the completed form and email it to [LiveWell@saint-gobain.com](mailto:LiveWell@saint-gobain.com). Your activities will be loaded to your account within 5 business days.

To qualify for the LiveWell incentive rewards and qualify for lower medical premiums in 2018, you must complete your all requirements by June 30, 2017. All documentation for those activities must be received no later than **July 28, 2017**.

