



## Preventive Care Incentive Program Frequently Asked Questions

### **Q1. Why is Pace providing a cash payment for preventive care exams?**

A1. Pace is committed to the well-being of our employees and is providing the incentive to encourage employees and their dependents to have annual preventive care examinations. The long-term impact of this program is to improve our employees' health which will also impact the overall cost of our health care plan, to which both employees and the University contribute.

### **Q2. What is the process to receive the payment?**

A2. You will be required to submit, via the University help desk ticket system (<https://help.pace.edu>) a completed Preventive Care Incentive Program Payment Form along with the first page only of the corresponding Explanation of Benefits (EOB) from the medical plan provider. The completed form is due no later than February 28, 2020 (although the preventive care examinations must be completed by December 31, 2019). Payment will be made, all at one time, on March 31, 2020. **You must be actively employed, full-time, on March 31st to be eligible for this payment (unless you retire as a qualified retiree during the plan year).** You will receive a confirmation email from University Benefits to notify you that your submission was received and is in good order.

### **Q3. When I submit for payment, the completed form will include details of the health services provided to me. How will Pace keep this information private?**

A3. The only Pace employees that will see your EOB will be members of the University Benefits department. All members of University Benefits are required by HIPAA (**Health Insurance Portability and Accountability Act**) to keep all your personal health information confidential. This information will only be used to validate payment eligibility and will not be shared with anyone outside of the department.

### **Q4. What if I cover my spouse/registered domestic partner and he/she does not wish to participate in the program? Or what if he/she does and I do not?**

A4. If you and your spouse/registered domestic partner are covered by the Pace plan, you are both eligible to participate in the plan. Should either you or your spouse/registered domestic partner decide not to participate, the maximum payment would be \$120.

**Q5. I'm not sure how the payment chart works – let's say I cover my spouse and we are both in the 50 to 64 years of age range. If I have two procedures and my spouse has three procedures what will I be paid?**

A5. First, refer to the table "*Employee with covered Spouse/Registered Domestic Partner.*" As a covered employee who has had two examinations, you would be entitled to \$100 (\$60 for Exam 1 plus \$40 for Exam 2). In addition, you would be entitled to \$120 (\$60 for Exam 1 plus \$40 for Exam 2 plus \$20 for Exam 3). In total, you would receive \$220. The most you can each receive is \$240 (\$120 each). Please note that you as the employee will receive the payment in total; we will not pay spouses/registered domestic partners directly.

**Q6. For determination of the age range, what date should I use?**

A6. The covered procedures and payment schedule is based on your age and if applicable, your spouse/registered domestic partner's age on January 1, 2019.

**Q7. If I do cover my spouse/registered domestic partner, what if we're in different age ranges?**

A7. The covered procedures and payment schedule is based on your age and your spouse/registered domestic partner's age on January 1, 2019.

**Q8. Are children who are covered by a Pace medical plan eligible for this program?**

A8. Children are not eligible for this program. While the health & wellness of our employee's children is equally important, the medical needs and examinations for children are significantly different than for adults.

**Q9. How was the list of covered examinations developed and assigned to age ranges?**

A9. The approved procedures and age ranges were compiled based on recommendations by the American Medical Association (AMA), the University's medical plan provider, as well as through other resources.

**Q10. Will the list of covered examinations change?**

A10. We will periodically update the list for any new procedures. Should there be any procedures that are not on the list that you would like to have considered, please contact University Benefits.

**Q11. Is the payment taxable?**

A11. Yes, per Internal Revenue Service (IRS) guidelines.

**Q12. Do I have to submit a form for each of us if I have a spouse/registered domestic partner who is covered under the Pace plan?**

A12. Yes, you do have to submit a form for each of you.

**Q13. Do I have to submit the form and EOB via a Help Desk Ticket?**

A13. Yes. We are requesting submission via the help desk ticket system. You can scan and attach the completed form and *first page* of each corresponding EOB.