



Vermont State Employees' Wellness Program 2013 Flu Immunizations for Vermont State Employees & Retirees

The Vermont State Employees' Wellness Program is pleased to offer seasonal flu shots for the ninth year.

- WHO:** All Active, Retired and Temporary VT State employees; those who work at VSEA, Historical Society, Arts Council and members of State Legislature, with or without insurance.
- WHEN:** Registration begins on **September 4, 2013**. Clinics will run October 1 through November 6.
- WHERE:** See schedule for locations, dates and times.
- HOW:** Register On-Line. If you have no computer access, you may register by telephone.

ON-LINE REGISTRATION:

Have your state employee # and your Medicare card on hand, if applicable.

- Go to <http://vt.healthyachievers.com>.
Every year, you need to start over as a "First-time User". Prior year's information has been deleted for your security.
- Under "First Time User?" Click "Create Login". Choose an email address and password you will remember!
- Click "Submit". This will bring you back to the home page.
- **Scroll down to: "Already registered? Returning user?"** and input your email address and password.
- Click "Sign-in".

Follow five easy steps to register:

Step 1: Choose the flu clinic date and location you plan to attend. Click "Select" to the right.

Step 2: Click the red "Register" button to the right of your name.

Step 3: Personal information:

- Complete all fields. Click "Next".
 - **Medicare members:** If you have Medicare as PRIMARY, include your Medicare number & ALL plan letters. Additional plan letters may be on left lower corner of card.
 - **CIGNA members:** Please verify whether CIGNA is your PRIMARY or SECONDARY insurance.

Step 3: Services:

- Click "Select" next to the time of your choice. Review selection and click "Next."

Step 4: Confirmation:

- Review information. Click "Finish." A confirmation will be sent to your email address.

Step 5: Required Forms

- Scroll down and click "Print Consent Form", which will pre-fill with your screening information.
- **Print and bring your consent form and your insurance cards with you to your appointment.**

TELEPHONE REGISTRATION:

Have your state employee # and Medicare card handy, if applicable.

- Call 1-866-868-1341 Monday - Friday, 9 AM – 6 PM if you are without computer access.

Appointment Day:

- Bring your CIGNA/Medicare card and state ID card, if applicable.
- Bring your prefilled consent form
- Wear appropriate clothing (short sleeve shirt) for the flu shot.

Frequently Asked Questions and Answers

How do I access my account to make changes (i.e. reschedule appointment date, time or site or cancel?)

If you registered by phone, call 1-866-868-1341 M-F 9 AM – 6 PM to change or cancel your appointment.

If you registered on-line:

- Go to: <http://vt.healthyachievers.com>.
- Log in as “**Already registered? Returning user?**” with your email address and password.
- Click the blue “Print Consent Form” or red “Register” button to the right of your name.
 - To change your scheduled appointment time, click “Make Changes” at bottom far right of page. Scroll down and click “Next.” Under #2: Services, Click “Select another time.” Select new time. “Check” box next to new time. Click “Next.” Click “Finish”. A confirmation email will be sent to you.
 - To change your site, click “Select Another Event” at top of page. Choose your new site and click “Select” to the right. Click red button, “Yes, Cancel Previous Registration.” Scroll to bottom of page. Click “Next”. “Select” time slot. Click “Next”. Click “Finish”. A confirmation email will be sent to you.
 - To change your registration information, click “Make Changes” at bottom far right of page. Update information, scroll down and click “Next.” Click “Next” on following page. Click “Finish”. A confirmation email will be sent to you.
 - To cancel your registration, click red button “Cancel Registration” at bottom far right of page. Click “Yes, cancel my registration”. This will cancel everything but your log-in and password.

Help! I forgot my password!

- Go to: <http://vt.healthyachievers.com>.
- Log in under “**Already Registered? Returning User?**” with your email address.
- Click “*If you forgot your password, click here*” to left. Verify your email address. Click “Continue”. A link will be forwarded to your email address. Click on it to reset your password.

Will you accept walk-ins?

- Yes, if slots are available. There are no guaranteed slots for walk-ins. **Scheduled appointments take priority and are preferred.** Walk-ins must have insurance card (Medicare, CIGNA), if applicable, and proof of eligibility, if active or temporary.

Why do you need my Medicare/Cigna insurance cards?

- To bill the insurance companies accurately, we will be taking a copy of your card at the site. Healthy Achievers (our vendor) is a designated health provider and is approved to bill CIGNA and Medicare for flu vaccines. All client information is protected under strict HIPAA privacy regulations and the website is SSL secured. Medicare requires your ID number and all plan letters as well as your address. You may have multiple letters noted on your card, which correspond with your coverage.
- There are NO out-of-pocket expenses or co-pay for eligible participants.

Do I need to use leave or sick time to attend?

- Employees can attend on paid “state work time.” There will be no mileage reimbursement. Please coordinate with your supervisor/manager to attend.

Where can I find more information or other flu clinics in the State?

- Contact Vermont State Employees’ Wellness Program at 802-828-2804 or DHR-EmpWellness@state.vt.us or visit us at: http://humanresources.vermont.gov/salary/wellness/flu_program
- Contact Vermont Department of Health Immunization Program at 1-800-640-4374 or immunizationprogram@state.vt.us or visit <http://healthvermont.gov>.
- For other flu clinics scheduled in the State, call 411 for United Way or visit the American Lung Association Flu Clinic Finder at: <http://www.lung.org/lung-disease/influenza/flu-vaccine-finder/>
- Visit www.flu.gov