

2024 Annual Physical Results Form

Employees and spouses enrolled in a medical plan sponsored by the State Personnel Department are eligible for a \$200 gift card reward for completing an annual physical. This form can be completed by your healthcare provider to earn your annual physical reward.

Required measurements must be taken in 2024. Forms must be fully completed and submitted by **November 30, 2024** to earn the reward. **Please note, it can take up to four weeks for forms to be processed.** Your form is considered processed when the ActiveHealth portal Rewards Center shows the activity as complete.

Participant Instructions

Step 1: Make an Appointment

Set up your appointment with the provider of your choice. When you make your appointment tell the provider what measurements you need. The required measurements are height, weight, blood pressure, total cholesterol, HDL, LDL, triglycerides, blood glucose, and HbA1c.

Step 2: Fill out Section 1: Participant Information. Don't forget to sign it.

Step 3: Take this form with you to your appointment

Your provider must fully complete Section 2: Results and Provider Information.

Step 4: Submit the completed form

You can ask your provider to send it for you, but you are responsible for making sure the form is received to earn the reward.

There are two options available to submit your completed form:

1. **Upload:** Login to your ActiveHealth Portal www.myactivehealth.com/stateofindiana Click on Rewards Icon and then Annual Physical reward tile. Follow instructions to upload.
2. **Fax** to 1-317-526-1127

Step 5: Review your confirmation email.

*You will receive a confirmation via email that your Annual Physical Results Form was accepted or rejected. **If you do not receive a confirmation email within 2 business days, review and resend your form.***

- If your form is **accepted**, you will see your results in your ActiveHealth Portal within 4 weeks.
- If your form was **rejected**, you will receive an email stating why the form cannot be accepted and additional information needed. You can resend the form once all the information is completed.

Check your form for these common errors

- Make sure all other measurements are completed - including HbA1c.
- Make sure your screening date is in 2024.
- Upload your form when possible. It will be received and loaded more timely.
- Make sure both you and your provider have signed the form.
- Make sure all information is legible.

