

## 2013 Cigna Online Health Assessment Appeal Form

If you have been advised, or discover, that you or your covered Spouse, or both, did not complete the Online Health Assessment component of the 2013 SHBP Wellness Requirements by May 31, 2013, 4:30 p.m., ET, starting **July 1, 2013**, you may appeal that determination.

**To file an appeal, you must complete the following steps for each person:**

- 1) Log into your myCigna.com account and verify that you completed your Online Health Assessment between January 1, 2013, and May 31, 2013, 4:30 p.m., ET. (If you did not complete the Online Health Assessment during this period, you did not meet the 2013 Wellness Requirement.)
- 2) Print a copy of the Online Health Assessment Confirmation Statement. To locate and print a copy of the Confirmation Statement:
  - a) Log into your myCigna.com account;
  - b) On the navigation tool bar under Manage My Health, click My Health Assessment;
  - c) When redirected to My Health and Wellness Center, under My Health Assessment, click View Confirmation; and
  - d) Click on the Confirmation ID for the Confirmation Statement.
- 3) Complete the Member/Covered Spouse Information section of the 2013 Cigna Online Health Assessment Appeal Form below.
- 4) Fax a copy of the Online Health Assessment Confirmation Statement (per #2 above) and the completed 2013 Cigna Online Health Assessment Appeal Form (per #3 above) to Cigna at 1-860-735-7125. by August 2, 2013. If you need assistance, you may contact Cigna's My Health and Wellness Customer Support Center at 1-800-853-2713

\_\_\_\_\_ Member/Covered Spouse Information \_\_\_\_\_

**For the form to be processed, member name and ID# must match what is listed on the Medical ID card.**

SHBP Member Last Name: \_\_\_\_\_ First: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

SHBP Member ID# (from Medical ID card): \_\_\_\_\_

Check one (as applicable): Employee/Retiree \_\_\_ Spouse \_\_\_

Date Online Health Assessment Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmation Number \_\_\_\_\_

Supporting documents listed above are required for EACH appealing enrollee.

**Appeals must be received by Cigna at  
fax number 1-860-735-7125  
no later than August 2, 2013.**

