



# 2016 Pap Screening Incentive Form

Way to take care of your health! You got a pap screening this year!  
Complete this form and submit documentation to earn **250 points!**

## :: COMPLETE THIS SECTION

1. Employee/Retiree Name \_\_\_\_\_
2. Date procedure was performed \_\_\_\_\_
3. For **ACTIVE** Employees: City Employee ID# \_\_\_\_\_ School WISE # \_\_\_\_\_  
For **RETIRED** Employees: City Retiree ID # \_\_\_\_\_ School Retiree ID # \_\_\_\_\_
4. Work Phone \_\_\_\_\_
5. Home/Cell Phone \_\_\_\_\_
6. Work Email \_\_\_\_\_

## :: ATTACH DOCUMENTATION

**Attach separate documentation stating:**

- :: Your Name
- :: Date procedure was performed
- :: Type of procedure performed (Note: We cannot accept codes for procedures, and documentation must state the name of the procedure that was performed.)

## :: SEND COMPLETED FORM TO:

- |                                       |                                          |                                |                                                                        |
|---------------------------------------|------------------------------------------|--------------------------------|------------------------------------------------------------------------|
| <b>:: Interoffice Mail:</b><br>BEWell | <b>:: Email:</b><br>BEWell@vbschools.com | <b>:: Fax:</b><br>757-263-1123 | <b>:: Mail:</b><br>2512 George Mason Drive<br>Virginia Beach, VA 23456 |
|---------------------------------------|------------------------------------------|--------------------------------|------------------------------------------------------------------------|

## :: LOG IN TO SEE YOUR POINTS BY VISITING:

- :: [member.virginpulse.com/login](http://member.virginpulse.com/login)  
Not a member yet? Go to: [join.virginpulse.com/VirginiaBeach](http://join.virginpulse.com/VirginiaBeach)

Please note: It may take up to 4 weeks to process your paperwork. Your points will reflect in your Virgin Pulse account based on the quarter in which your screening is processed. If this form is not complete or missing proper documentation, it will not be processed and will delay your rewards. We will only process one pap screening per year per employee.

**DEADLINE TO SUBMIT SCREENINGS PERFORMED IN 2016: JANUARY 31, 2017!**