

\$200 Wellness Reimbursement 2022 Plan Year

Benefit for Health New England (HNE) Plan Members: Up to \$200 reimbursement per employee per calendar year, toward the purchase of qualifying activities.

Qualifying Activities	Activity Requirements
Fitness Club Membership	<ul style="list-style-type: none"> Fitness club i.e. YMCA, Planet Fitness, Healthtrax, Gold’s Gym, LA Fitness, etc. <i>(The Baystate Change of Heart Program and Baystate Cardiac Rehab & Wellness Gym are already subsidized by Baystate Health and do not qualify for the reimbursement.)</i>
Wellness & Fitness Classes, Athletic Tickets & Events, Personal Training, Equipment and Devices	<ul style="list-style-type: none"> Fitness and wellness classes may be in-person, live online, streaming apps. <ul style="list-style-type: none"> i.e. Zumba®, Pilates, yoga, spinning, aerobics, tai chi, strength training, kickboxing, martial arts, etc. Class instructors and personal trainers must be certified Athletic events, i.e. 5K, marathons, Tough Mudder, triathlons, etc. Fitness equipment and devices (i.e. treadmill, Fitbit, etc.) Bike shares Golf and ski tickets
Community Supported Agriculture (CSA) or Farm Share	<ul style="list-style-type: none"> Baystate Health partners with Mountain View Farms in Easthampton, Ma to offer payroll deduction and employee-only pricing. More information and registration instructions can be found on The Hub>Quick Links>Baystate Healthy>Eat Well and WW. Find a CSA Farm Share on your own! For more information, please follow the link: https://massnrc.org/farmlocator/map.aspx?type=csa
Stress Management: Mindfulness (MBSR) & Transcendental Meditation (TM)	<ul style="list-style-type: none"> Mindfulness-Based Stress Reduction (MBSR) Course or the Mindfulness-Based Eating Course The Mindfulness-Based Stress Reduction program was originally developed by Jon Kabat-Zin, PhD, at the University of Massachusetts Medical School. In order to qualify for reimbursement, the course must be taught by a Certified MBSR Instructor. Transcendental Meditation (TM) The TM technique was founded by Maharishi Mahesh Yogi over 50 years ago, and is a course carefully personalized for each individual. In order to qualify for reimbursement, the course must be taught by a Certified TM instructor (TM.org)

To be eligible for this benefit you must be:

- A Baystate Health (BH) employee enrolled in a BH medical plan through Health New England.
- A BH employee who is married to or a dependent of another BH employee and covered under the same plan is eligible to receive the reimbursement (in addition to the BH employee who is the subscriber on the plan). Spouses and Dependents who are *not* BH employees are *not* eligible for reimbursement.
- An active HNE member at the time of participation **and** when you request reimbursement.

HNE will NOT Reimburse for:

- Classes or personal training fees with uncertified or unqualified personal trainers or instructors.
- Memberships to country clubs, social clubs.
- Vitamins, supplements, program materials, etc.

Submit for HNE Reimbursement

STOP: Rather than using this paper form, to expedite the process, we recommend you submit for reimbursement online. Log in to your HNE Member portal at my.healthnewengland.org and Select Forms.

However, if you need to submit via paper, follow the steps below. Review all program criteria on as specific rules apply. Incorrect or incomplete information may lead to delay or rejection of your application.

1. Gather all necessary documentation:

- A copy of applicable contracts, membership agreements and personal trainer agreements with certification number. Documentation needs to include subscriber name.
- Dated paid receipts or copies of bank or credit card statements that include the member's name, the program name and the individual charges for each activity. Receipts will not be returned.
- If you are a Spouse or Dependent, you must submit a photo copy of your Baystate Health employee ID badge (picture side only). If you are the Subscriber of the BH medical plan, you do not need to submit the ID badge photo copy.

2. Mail the completed form and all documentation to Health New England. All applications must be postmarked by **March 31, 2023**. Forms for the 2022 year submitted after March 31, 2023 will **not** be accepted.

**Health New England Claims Department
One Monarch Place, Suite 1500
Springfield, MA 01144-1500**

- To be eligible for the entire \$200, submit the reimbursement form *after* you have spent this amount. You can submit this form up to 2 times in each calendar year for a **combined** maximum annual reimbursement of \$200 per employee. Please allow 4-6 weeks for processing.
- You will be reimbursed for only the portion you have paid for your membership for the calendar year of your submission.
- For questions, call HNE at 1-800-791-7944 or 413-233-3060.

Employee Information

Employee Name (print Last, First)		Date of Birth	HNE Member Number	BH Employee Number (EN#)	
Home Street Address, City, State, Zip Code				Phone Number	
Qualifying Activity (Select one)	Facility Name (or name/type of class if applicable)	Facility Address		Facility or Instructor Phone #	\$ Amount Requested
<input type="checkbox"/> Fitness Club Membership <input type="checkbox"/> Classes/Events <input type="checkbox"/> Personal Training <input type="checkbox"/> CSA or Farm share <input type="checkbox"/> Equipment/Device <input type="checkbox"/> Golf/ Ski/ Bike <input type="checkbox"/> Stress Management					

Certification and Authorization - I authorize the release of any information regarding my participation in a program to Health New England. I certify that the information provided in support of this submission is complete and correct.

Employee Signature: _____ Date: _____