

**North Carolina Medical Society
Employee Benefit Plan**

2009 Sample Wellness Plan

ABC Family Practice

Wellness Mission Statement: To promote individual health and wellness by providing opportunities and support for employees to identify risks and develop positive lifestyle changes

Team Members		
Name, Division/Department	Email	Phone
1. Mary Smith, Human Resources		
2. John Jones, Finance		
3. Carmen Gonzales, Customer Service		
4. Jian Change, Operations		
5. LaKeisha Holmes, Coporate Communications		
6. Barry Brown, Workplace Services		
7. Kate Cunningham, Legal		



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2009 Goals					
1. Establish infrastructure to support wellness programming					
Key Action Steps/Activities	Results/Outcome	Tools Needed	Lead/Support Person	Target Completion Dates	Status/Progress Update
Communication from Senior Management to Employees regarding increased emphasis on wellness at ABC Family Practice	Letter published to all employees in the newsletter	Leadership Letter	Lead: Mary Support: LaKeisha	January 31, 2009	
Determine employee interest in wellness activities through the Employee Interest Survey	survey will be compiled and reported to mangement. This will assist in further planning for the wellness program.	Employee Interest Survey	Lead: Mary Support: LaKeisha	February 28, 2009	
Create a wellness team	Team will support Mary in developing and executing the wellness program		Lead: Mary	March 15, 2009	



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2009 Goals					
2. Increase utilization of NCMS Plan resources					
Key Action Steps/Activities	Results/Outcome	Tools Needed	Lead/Support Person	Target Completion Dates	Status/Progress Update
Promote Member Health Partnerships	Increase participation in MHP 10% by end of year	Posters, buckslips, newsletter articles	Lead: LaKeisha Support: Barry	June 30, 2009	
Promote Health Line Blue	Increase percent of employees who call in to Health Line Blue by 10% by end of year	Health Line Blue magnets, newsletter article	Lead: LaKeisha Support: Barry	June 30, 2009	
Promote Blue Points	Increase percent of employees who log points in Blue Points by 10% by end of year	Flyers, newsletter articles	Lead: LaKeisha Support: Mary	June 30, 2009	



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2009 Goals					
3. Offer Health Risk Assessment to all employees					
Key Action Steps/Activities	Results/Outcome	Tools Needed	Lead/Support Person	Target Completion Dates	Status/Progress Update
Gain approval from senior management to offer Health Risk Assessment	Approval from senior management obtained		Lead: Mary Support: John, Kate	April 30, 2009	
Establish incentive strategy	Incentive strategy decided		Lead: John Support: Mary, Kate	April 30, 2009	
Determine detailed timeframe and logistics	Implementation plan developed	HRA implementation guidelines	Lead: Mary Support: Jian, Carmen	May 15, 2009	
Promote HRA to employees	Employees are aware of the event, how to participate, and the incentive	HRA postcard, posters, newsletter articles	Lead: LaKeisha Support: Mary	September 1 - September 30, 2009	
Provide access to HRA	>50% of employees have taken the Health Risk Assessment		Lead: LaKeisha Support: Mary	September 1, 2009	
Review aggregate results (if over 50 completed)	Use results to plan for further wellness initiatives	Aggregate report	Lead: Mary Support: Team	October 21, 2009	



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Communication Plan		
Identify all sites or buildings where wellness communications can be offered and list the type of communications that are best suited for that area: Electronic (intranet/email), Print materials (Newsletter, Bulletin boards, Handouts/flyers, posters), In-person (employee or dept meetings), Other		
Current Communications in Place	Results/Outcome	Tools Needed
Wellness Committee Members Presentations to department Mass emails Online connection Intranet Letter mailings to retirees on occasion	Email database LaKeisha to visit certain departments individually	Mass emails and intranet content sent to LaKeisha for approval and dissemination Letter mailings approved by HR



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2009 Program Evaluation

Successes:

Lessons Learned and/or Barriers:

Comments/Notes:

