CITY OF LAREDO HUMAN RESOURCES DEPARTMENT Employee Health and Wellness Division Employee Health Stations Frequently Asked Questions

<u>Eligibility</u>

Who is eligible to use the Health Stations?

All regular full-time and part-time City employees with benefits that have a unique employee ID number will have access to use the Health Stations.

How do I find my employee ID number?

You can get this information from your department's payroll assistant.

I am not on the City's health plan. Can I still use the Health Stations?

No, only full-time and part-time City employees with benefits will have access to it.

Can I use the Health Stations on work time?

Health Stations are provided for employees to voluntarily manage their personal health. Health Stations may be used during scheduled breaks or before or after work. Any travel needed to get to a Health Station will be the responsibility of the employee.

About the Health Stations

What do the Health Stations measure?

The Health Stations measure Blood Pressure, Pulse, Weight, and Body Mass Index (BMI). They can also download information from certain glucose monitors.

Will the machines have information available in Spanish?

Yes. There is an option to choose Spanish on the screen of the Health Stations.

How many times per day can I use the Health Station?

The Health Stations do not have a limit to the number of times they can be used. They can be used multiple times each day by each person.

Where are the Health Stations located?

Department	Address	Machine Location
City Hall	1110 Houston St.	3rd Floor (Legal Hallway)
Health	2600 Cedar Ave.	By Office Supply Room
Public Works	5512 Thomas St.	Break Room
Solid Waste	6952 Hwy 359	Break Room
City Hall Annex	1102 Bob Bullock Loop	Break Room
Police	4712 Maher Ave	2 nd Floor Lounge

Utilities	5816 Daugherty Ave	Entrance
Building	1120 San Bernardo Ave	Lounge
Fire	616 E. Del Mar Blvd	1 st Floor Main Entrance Area
Parks & Leisure Services	2201 Piedra China	Training Room

How do I use the machine?

All users must have a username and password. The standard, permanent username for all City employees is ew(4 digit employee ID #)

Example: ew1234

The default password for all City employees is ew(last 4 digits of Social Security number) Example: ew5678

Employees will need to enter their username and password each time they use the Health Station.

Why do I have to log on each time I use the Health Station?

The Health Stations are leased by the City for City of Laredo employees to use as a health benefit. Logging on each time restricts usage to City employees only. Using a personal password also helps protect your private health information.

Should this replace my regular doctor visits?

No. The Health Stations are for the City employees to monitor and track their basic health information only. The use of the Health Station is not a substitute for a physician.

Personal Health Information

Who will have access to my personal health information?

Only the employee will be able to access his/her personal health information for the purpose of tracking and monitoring personal health.

What information will the City have access to?

The Employee Health and Wellness Division will have access to non-specific, anonymous group health information that is collected on each Health Station.

Can I print out my results?

Yes. While results cannot be printed at the Health Station, employees can print personal results that are recorded at the Health Station by visiting <u>https://healthbotapp.azurewebsites.net/Account/Login</u> on a computer and logging in using username: ew(4 digit employee ID #) and password: ew(last 4 digits of Social Security number). No personal health information will be collected by the City.

Can I access my health information that the Health Station collects from a computer?

Yes, visit <u>https://healthbotapp.azurewebsites.net/Account/Login</u> and log in using username: ew(4 digit employee ID #) and password: ew(last 4 digits of Social Security number)