



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

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DIRECTOR

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November 29, 2007

Dear Benefits Administrators:

We need your help. The Commonwealth of Virginia wants employees to be responsible for taking care of their health. In addition to the CommonHealth wellness program, the state health benefits program has excellent medical wellness and preventive care coverage offered at no cost to COVA Care and COVA HDHP members. However, our challenge is that many employees don't realize they have them. Others are confused about how the benefits work.

Thanks to a great suggestion from some Benefits Administrators and CommonHealth Coordinators, we've developed a Wallet Wellness Guide to help get the word out to employees about their wellness and preventive care benefits. This wallet-sized guide packs a big punch. Not only does it list the wellness and preventive care benefits, it reminds doctors that employees pay no deductible, copayment or coinsurance for these services under the COVA Care and COVA HDHP plans.

Many of you picked up this wallet guide at Anthem's table at the HR Conference in Virginia Beach a few weeks ago. We were happy to see your positive reaction to this handy tool, and we're delighted to be sending you a supply for your employees. Please encourage employees to carry this guide with them and show it to their doctor when they arrive for a wellness visit. We want your new hires and covered dependents to have this guide, too. So we've added the Wellness Wallet Guide as an item you can order on the enclosed new Materials Order Form.

Getting employees to understand their wellness and preventive benefits, and then to help their doctors know that they are covered at no charge to the employee are first steps on the road to wellness. The next step is for employees to use these benefits for early detection of medical problems. I appreciate your help in encouraging employees and their covered family members to get these potentially life-saving tests and screenings.

Our best suggestions and most valuable feedback come from you. So please let us know how the Wallet Wellness Guide is working for you and your agency employees.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary".

Mary Habel, Director  
Office of Health Benefits

Enclosure: Wallet Wellness Guide (based on payroll location(s) FTEs)  
New Materials Order Form