

# Hopedale Medical Complex Fast Track Point Descriptions

## 1. HMC Monthly Paid Time-Off (PTO) for VACATION or LEISURE

- Points: 20 per hour of PTO time
- Limitations: Up to 80 hours
- Duration of Time: Each Month
- Total Possible Points: 1600 points per month
  
- ❖ **Detail:** Points are awarded for PTO time taken for vacation or leisure
- ❖ **Appropriate:** Any time taken that the employee can rest/relax in a non-stressful situation
- ❖ **Non-Appropriate:** Sick Time, Bereavement, Work-Related Time, and Continuing Education
- ❖ **Submission Procedure:** VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS

## 2. Volunteerism

- Points: **HMC Event = 500 points for every 2 continuous hours of time**  
**Non-HMC Event = 250 points for every 2 continuous hours of time**
- Limitations: Up to 8 hours total
- Duration of Time: Each Month
- Total Possible Points: varies based on hours spent at an HMC vs. Non-HMC event
  
- ❖ **Detail:** Points are awarded for participating as a volunteer at an organized event for a minimum of 2 hours
- ❖ **Appropriate:** Any event where the employee and/or spouse give of their time for a good cause
- ❖ **Non-Appropriate:** Working an event where the employee receives any type of compensation for their time
- ❖ **Submission Procedure:** VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS

## 3. Youth Coach or Group Leader

- Points: 400 per team or group
- Limitations: Up to 4 teams or groups
- Duration of Time: Each Month
- Total Possible Points: 1,200 points per month
  
- ❖ **Detail:** Points are awarded for being a coach of a an organized team that participates in a league or a group leader that oversees an organized group that has a working agenda towards achieving specific goals
- ❖ **Appropriate:** youth-based sports teams, academic teams, youth club organizations that the maximum age is 17 years
- ❖ **Non-Appropriate:** Any leadership of an adult-based (18+) team or group
- ❖ **Submission Procedure:** SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE

## 4. Organized Activity (non-sport / fitness)

- Points: **HMC Activity = 400 points for every 1 hour of time spent in activity**  
**Non-HMC Activity = 200 points for every 1 hour of time spent in activity**
- Limitations: Up to 4 hours total
- Duration of Time: Each Month
- Total Possible Points: varies based on hours spent at an HMC vs. Non-HMC activity
  
- ❖ **Detail:** Points are awarded for participation in organized activities not related to sporting or fitness events
- ❖ **Appropriate:** employee-based competitions/programs, clubs, church events, academic competitions, social clubs
- ❖ **Non-Appropriate:** Any activity that is not organized, governed or facilitated by a church, company or organization
- ❖ **Submission Procedure:** VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS

## 5. Professional Massage or Reflexology

- Points: 300 per appointment
- Limitations: Up to 3 appointments
- Duration of Time: Each Month
- Total Possible Points: 900 points per month
  
- ❖ **Detail:** Points are awarded for participation in a professionally executed massage or reflexology session
- ❖ **Appropriate:** massage or reflexology services provided by a state licensed professional in a professional setting
- ❖ **Non-Appropriate:** Any massage or reflexology performed without an appointment or conducted by a non-professional
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 6. Active Membership of a Social Club

- Points: 300 per membership group during the calendar year
- Limitations: Up to 5 membership groups
- Duration of Time: Per Year
- Total Possible Points: points are a onetime submission for each membership you have
  
- ❖ **Detail:** Points are awarded for having an active membership in an organized social club during 2018
- ❖ **Appropriate:** church organization, Lion's, VFW, Moose, Knights of Columbus, etc.
- ❖ **Non-Appropriate:** Any group or organization that does not have a governing board
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 7. Pedometer Steps

- Points: 30 per 10K steps
- Limitations: 20K steps per day **MAX**
- Duration of Time: Each Month
- Total Possible Points: varies based how much the person walks
  
- ❖ **Detail:** Devices **MUST** be synced with computer platform if using Fitbit or Jawbone. Otherwise manual submission
- ❖ **Appropriate:** Walking at the minimum each day of 20,000 steps
- ❖ **Non-Appropriate:**
- ❖ **Submission Procedure:** Synced to a Fitbit or Jawbone where the system will record your steps automatically **OR VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

## 8. Special Fitness Events

- Points: **HMC Event = 1000 per event**
- **Non-HMC Event = 500**
- Limitations: Up to 3 events combined
- Duration of Time: Each Month
- Total Possible Points: varies based on HMC vs. Non-HMC Events
  
- ❖ **Detail:** Points are awarded for signing-up a participant in an organized fitness event based on HMC vs. Non-HMC event
- ❖ **Appropriate:** 5K, Marathon, Tough Mudder, Spartan Race, Crossfit Competition, etc.
- ❖ **Non-Appropriate:** Any event where there is not an event organizing committee and official registration process
- ❖ **Submission Procedure:** **VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

## 9. Sport or Team Participation

- Points: 200 per team that the person is actively rostered
- Limitations: Up to 3 teams per month that that team is “in-season”
- Duration of Time: Each Month
- Total Possible Points: 600 points per month
  
- ❖ **Detail:** Points are awarded for participation as a player on an active roster in an organized league
- ❖ **Appropriate:** Participation on a team of no less than 2 people in organized league play or competition
- ❖ **Non-Appropriate:** “Pick-Up” games or non-organized play
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 10. Group Fitness Classes

- Points: **HMC Class = 250 points for participating in a class**  
**Non-HMC Class = 100 points for participating in a class**
- Limitations: Up to 6 classes **total**
- Duration of Time: Each Month
- Total Possible Points: varies based on HMC vs. Non-HMC Events
  
- ❖ **Detail:** Points are awarded for participation in an organized group fitness class based on HMC vs. Non-HMC Classes
- ❖ **Appropriate:** Participation in a group setting of no less than 2 people that is led by a professional instructor
- ❖ **Non-Appropriate:** Participating in a fitness program that is not being led by an instructor at the time of participation
- ❖ **Submission Procedure:** **VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

## 11. Fitness Membership at Another Facility

- Points: 200 per active membership and paying dues at another fitness facility
- Limitations: up to 2 active memberships
- Duration of Time: Each Month
- Total Possible Points: 400 points
  
- ❖ **Detail:** Points are awarded for each active membership that dues are being paid for at an established fitness facility
- ❖ **Appropriate:** Memberships at other facilities such as YWCA, Gold’s Gym, Ferrell’s, Cross Fit Gym, etc.
- ❖ **Non-Appropriate:** Home-Based Programs or Fitness Videos
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 12. Annual Physician Examination (Non-Injury or Illness)

- Points: 400 for examination
- Limitations: 1 examination
- Duration of Time: Per Year
- Total Possible Points: 400 points
  
- ❖ **Detail:** Points are awarded for annual physician examination
- ❖ **Appropriate:** Examination must be performed by Medical Doctor, Osteopathic Doctor, Physician Assistant or Nurse Practitioner
- ❖ **Non-Appropriate:** Chiropractor or Medical Professional that does not possess the credentials of a MD, DO, PA or NP
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

**13. Preventative Health Screening (Non-Injury, Illness or HMC Biometric Screening)**

- Points: 500 per screening
- Limitations: 5 screenings
- Duration of Time: Per Year
- Total Possible Points: 2500 points

- ❖ **Detail:** Points are awarded for preventative screenings
- ❖ **Appropriate:** Mammograms, Pap Smear, PSA, Pulmonary, Cardiac, Skin Cancer, etc. / Follow-Up screenings after the resolve of initial treatment
- ❖ **Non-Appropriate:** Screenings performed during the treatment of a disease as part of the initial treatment plan or HMC-Wellness Center Biometric Screening
- ❖ **Submission Procedure: VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

**14. Annual Dental Exam (Non-Injury, Illness )**

- Points: 300 per exam
- Limitations: 1 exam
- Duration of Time: Per Year
- Total Possible Points: 300 points

- ❖ **Detail:** Points are awarded for annual dental examination by a credentialed dental professional
- ❖ **Appropriate:** Examination that evaluates and provides “as needed” treatment based off exam
- ❖ **Non-Appropriate:** Ongoing dental issues, injury or illness
- ❖ **Submission Procedure: SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

**15. Annual Vision Exam (Non-Injury, Illness )**

- Points: 300 per exam
- Limitations: 1 exam
- Duration of Time: Per Year
- Total Possible Points: 300 points

- ❖ **Detail:** Points are awarded for annual vision examination by a credentialed eye-care professional
- ❖ **Appropriate:** Examination that evaluates and provides “as needed” treatment based off exam
- ❖ **Non-Appropriate:** Ongoing visual issues, injury or illness
- ❖ **Submission Procedure: SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

**16. Ergonomic Assessment**

- Points: 300 per assessment
- Limitations: 2 assessments
- Duration of Time: Per Year
- Total Possible Points: 600 points

- ❖ **Detail:** Points are awarded for an assessment of a workspace by a trained professional
- ❖ **Appropriate:** Any workspace in which an employee works and needs an efficient work environment for injury prevention
- ❖ **Non-Appropriate:** Any assessment that is not in the work environment
- ❖ **Submission Procedure: SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

### 17. Health Risk Assessment

- Points: 500 per assessment
- Limitations: 2 assessments
- Duration of Time: Per Year
- Total Possible Points: 1000 points
  
- ❖ **Detail:** Points are awarded for taking the health risk assessment on the Fast Track platform
- ❖ **Appropriate:** HRA that is on the Fast Track platform needs to be completed
- ❖ **Non-Appropriate:** Any HRA that is not on the Fast Track platform
- ❖ **Submission Procedure:** **VERIFIED automatically in to the system once completed – no document needed**

### 18. CPR / AED (Re) Certification Classes

- Points: **HMC Based Class = 500 per class**  
**Non-HMC Based Class = 200 per class**
- Limitations: 1 class per calendar year
- Duration of Time: Per Year
- Total Possible Points: 500 or 200
  
- ❖ **Detail:** Points are awarded for participation in a class that employees/spouse participate in and pass criteria
- ❖ **Appropriate:** Class conducted by a certified instructor from the American Heart Association or American Red Cross
- ❖ **Non-Appropriate:** Obtaining a certification from a non-accredited organization
- ❖ **Submission Procedure:** **VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

### 19. Certification in a Health / Wellness discipline

- Points: **500 per certification**
- Limitations: 2 certifications
- Duration of Time: Per Year
- Total Possible Points: 1,000
  
- ❖ **Detail:** Points are awarded for obtaining a certification in a health or wellness discipline
- ❖ **Appropriate:** Class must be accredited and facilitated by an established organization
- ❖ **Non-Appropriate:** Obtaining a certification from a non-accredited organization. Must have a certification. No certificates of completion accepted.
- ❖ **Submission Procedure:** **VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

### 20. Speaker for a health or medically-based program

- Points: **500 per presentation**
- Limitations: up to 3 presentations
- Duration of Time: Per Year
- Total Possible Points: 1,500
  
- ❖ **Detail:** Points are awarded for presenting a minimum of a 30 minute presentation on a health/wellness/medical subject with acknowledgement of the Hopedale Medical Complex in the presentation
- ❖ **Appropriate:** Any lunch and learn, community, peer-to-peer or professional presentation
- ❖ **Non-Appropriate:** Presenting a subject that has nothing to do with health/wellness or medical and no acknowledgement39 of the Hopedale Medical Complex
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 21. Blood Donations

- Points: **HMC Blood Drive = 500 points for every donation**  
**Non-HMC Blood Drive = 250 points for every 2 continuous ho**
- Limitations: Up to 6 total
- Duration of Time: Per Year
- Total Possible Points: varies based on blood drives at an HMC vs. Non-HMC event
  
- ❖ **Detail:** Points are awarded for voluntarily giving blood at an accredited blood donation location
- ❖ **Appropriate:** Blood donations at any accredited are acceptable
- ❖ **Non-Appropriate:** Giving blood donations to a non-accredited blood drive
- ❖ **Submission Procedure: VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

## 22. HMC Wellness Center Check-Ins

- Points: 40 points per check-in
- Limitations: Only one check-in per day
- Duration of Time: Each Month
- Total Possible Points: 1,200
  
- ❖ **Detail:** Points are awarded for check-ins each day and a duration of 20 minutes minimum performing a wellness activity
- ❖ **Appropriate:** Signing in / out in the log book each time an employee comes to the WC to perform a wellness activity
- ❖ **Non-Appropriate:** Coming to the WC, signing in and not performing a wellness activity. Participation is required.
- ❖ **Submission Procedure: VERIFIED.....automatically accounted from signing in and out of the check-in book at the Wellness Center. Scans do not count towards points**

## 23. HMC Wellness Center Fitness Incentives

- Points: 200 points per incentive program
- Limitations: As offered
- Duration of Time: Each Month
- Total Possible Points: depends on the programs offered
  
- ❖ **Detail:** Points are awarded for employees that fully participate in a HMC WC fitness incentive program
- ❖ **Appropriate:** Any fitness incentive program offered by the HMC Wellness Center
- ❖ **Non-Appropriate:** Any fitness incentive program not developed or implemented by the HMC Wellness Center
- ❖ **Submission Procedure: SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 24. Health / Wellness Coach or Dietician Consultation

- Points: 200 points per consultation
- Limitations: up to 4 consults max
- Duration of Time: Each Month
- Total Possible Points: 800
  
- ❖ **Detail:** Points are awarded for employees that engage in a consult for health / wellness or nutrition
- ❖ **Appropriate:** Consults must be with an HMC Wellness Center professional or Optimum Health Wellness Coach
- ❖ **Non-Appropriate:** Any other person or organization is not an HMC or OH professional
- ❖ **Submission Procedure: SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 25. Immunizations

- Points: 300 points per immunization
- Limitations: up to 5
- Duration of Time: Per Year
- Total Possible Points: 1,500
  
- ❖ **Detail:** Points are awarded for employees who obtain their immunizations each year
- ❖ **Appropriate:** Immunizations provided by a health organization and administered by an appropriate healthcare professional
- ❖ **Non-Appropriate:** any organization that is not a healthcare licensed facility
- ❖ **Submission Procedure:** **SELF REPORT.... JUST CLICK SUBMIT ON WEBPAGE**

## 26. Biometric Screenings

- Points: 300 points per screening
- Limitations: up to 2
- Duration of Time: Each Year
- Total Possible Points: 600
  
- ❖ **Detail:** Points are awarded for employees that fully participate in a biometric screening
- ❖ **Appropriate:** Biometric screenings provided by the HMC Wellness Center or approved spouse employer
- ❖ **Non-Appropriate:** Biometric screenings not performed at the Hopedale Wellness Center or approved by HMC
- ❖ **Submission Procedure:** **VERIFIED automatically in to the system once completed – no document needed**

## 27. Biometric Screening Points – Initial

- BMI: Less than 30 = 250 points
- Male Waist Circumference less than 40 inches = 75 points
- Female Waist Circumference less than 35 inches = 75 points
- Systolic Blood Pressure Less than 140 = 75 points
- Diastolic Blood Pressure Less than 90 = 75 points
- Total Cholesterol Less than 200 = 75 points
- High Density Lipids (good) 40 or higher = 75 points
- Low Density Lipids (bad) 100 or less = 75 points
- Triglycerides Less than 150 = 75 points
- Glucose Less than 100 = 75 points
- Male Body Fat less than 21 = 75 points
- Female Body Fat less than 29 = 75 points
- **Submission:** **VERIFIED automatically in to the system once completed – no document needed**

## 28. Biometric Screening Points – 6 month Follow-Up

- BMI: Less than 30 = 500 points
- Male Waist Circumference less than 40 inches = 125 points
- Female Waist Circumference less than 35 inches = 125 points
- Systolic Blood Pressure Less than 140 = 125 points
- Diastolic Blood Pressure Less than 90 = 125 points
- Total Cholesterol Less than 200 = 125 points
- High Density Lipids (good) 40 or higher = 125 points
- Low Density Lipids (bad) 100 or less = 125 points
- Triglycerides Less than 150 = 125 points
- Glucose Less than 100 = 125 points
- Male Body Fat less than 21 = 125 points
- Female Body Fat less than 29 = 125 points
- **Submission:** **VERIFIED automatically in to the system once completed – no document needed**

**29. HMC Wellness Center Education**

- Points: 500 points per educational program
- Limitations: up to 2 max
- Duration of Time: Each Month as offered
- Total Possible Points: 1,000
  
- ❖ **Detail:** Points are awarded for employees that fully participate in HMC Wellness Center Education programs
- ❖ **Appropriate:** Hopedale Wellness Center Lunch and Learns, Table Events or educational sessions as established by the HMC Wellness Center
- ❖ **Non-Appropriate:** Any educational programming that is not hosted by the HMC Wellness Center
- ❖ **Submission Procedure:** **VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**

We will be having one time special events occasionally throughout the year where we will be awarding a specific amount of points for that one event.

**These will be VERIFIED ..... MUST SUBMIT VERIFIATION DOCUMENT TO GET POINTS**