

2016 - REVISED
VISION EXAM AND DENTAL CLEANING
SIGN-OFF FORM

City of Green Bay

Requirements for Personal Benefit Account Dollars and Wellness Activity Points

Complete the requirements below and obtain a signature from the attending practitioner or office administrative staff and upload into your myInertia account by December 31, 2016 to obtain your PBA dollars. **DEADLINE HAS BEEN EXTENDED UNTIL DECEMBER 31, 2016 FOR PBA DOLLARS ONLY.**

Note to practitioner: Services rendered are at the discretion of the practitioner. Services rendered will be subject to health plan provisions.

Please check the appropriate exam: Vision Exam
 Dental Cleaning

This is being completed for: Employee, or
 Spouse, or
 Covered Family Member

(Please list the employee's name on both the Employee and the Spouse/Covered Family Member form.)

Employee Name (Print): _____

Spouse/Family Member Name (Print): _____

Practitioner Name: _____

Date of Vision Exam or Dental Cleaning: _____

I certify that the above individual has completed these requirements:

Practitioner or office administrative staff name:

(Print): _____

Signed: _____

Date: _____

Office phone number: _____

Vision Exam and Dental Cleaning form is available on the City's website under the Human Resources **Health | 1265** tab. Return signed form when your requirements are completed. Login to your myInertia account and upload this form in your Scorecard by taking a picture with your smartphone or tablet or scanning the document into your computer. For those without a myInertia account the form needs to be submitted to HR, you may scan and send to jillch@greenbaywi.gov or raymeva@greenbaywi.gov . Instead of the form you may send in a copy of your Explanation of Benefits (EOB) or a bill from your provider reflecting your visit – the date of service and provider must be included on the EOB or bill.