

## Well-being Incentive Program - Frequently Asked Questions

Northrop Grumman is taking steps to engage you and your family in proactively managing your well-being. Below are frequently asked questions about the Well-being Incentive Program for 2021.

Some FAQs are specific to the Kaiser Permanente HMO. Please note the Well-being Incentive Program does not apply to Baltimore and Sunnyvale represented employees.

### 1. What is the Well-being Incentive Program?

The Well-being Incentive Program encourages annual physicals – the key to early detection of health problems. Northrop Grumman provides an incentive if you satisfy the requirements of the Well-being Incentive Program: an annual physical exam and a health assessment. If you timely satisfy the requirements, your incentive will be \$500; if your covered spouse or domestic partner satisfies the requirements, your incentive will be \$500. Thus, if both you and your covered spouse or domestic partner timely complete the requirements, your total incentive will be \$1,000. You will receive the incentive in the form of a contribution to a Health Savings Account (HSA) or, if you are not eligible for or enrolled in an HSA, you will receive the incentive via payroll as taxable income.

### 2. Who is eligible for the Well-being Incentive Program Incentive?

The Well-being Incentive Program is available to active employees and their covered dependent spouse/domestic partner who are enrolled in a Northrop Grumman Health Plan (NGHP) medical plan option. The Well-being Incentive Program does not apply to employees enrolled in HMSA, Kaiser Hawaii or TRICARE Supplement.

If you cease to meet this requirement before your incentive has been paid, you will not receive an incentive. This is true even if you satisfied the Well-being Incentive Program requirements prior to the date you ceased to be an active employee.

If you complete the Well-being Incentive Program requirements while on a leave of absence, you will receive the incentive when and if you return to active employee status by Sept. 30, 2021. COBRA participants are not eligible for Well-Being Incentive Program.

### 3. What are the requirements for completion of the annual physical and health assessment?

You and/or your covered spouse/domestic partner must receive an annual physical and complete a health assessment between Jan. 1, 2021 and Sept. 30, 2021 to be eligible for the 2021 Well-being Incentive Program. In addition, your annual physical must be processed appropriately by the insurance carrier or claims administrator as a preventative care claim by Oct. 31, 2021.

## Health Assessment

### 4. What is the health assessment and how do I complete the requirement?

You are required to complete the Engage Health Assessment found on *Engage*, a digital well-being platform. For the Engage Health Assessment, you'll be asked a series of questions to better understand your overall health and wellbeing, and your responses will be used to make personalized recommendations. It takes approximately 5 – 10 minutes to complete the health assessment and there is no cost to you. Northrop Grumman will not have access to your personal information.

To satisfy the health assessment requirement under the 2021 Well-being Incentive Program, you must complete your health assessment on *Engage* between Jan. 1, 2021 and Sept. 30, 2021. Your spouse/domestic partner is also subject to the same timing requirements with respect to their health assessment.

## 5. What is *Engage*?

*Engage* is a personalized well-being assistant provided by Northrop Grumman at no cost to you and your covered spouse or domestic partner. *Engage* is designed to optimize your health and well-being benefits, with activities, challenges, personalized advice and recommendations. *Engage* also keeps track of your well-being incentive.

## 6. How do I register for *Engage*?

*Engage* is available on the web or via the *Engage Wellbeing* mobile app.

To register, click “Log in here” from the *Engage* page on [Total Rewards Gateway](#) or visit [https://app.engage-wellbeing.com/v2/registration/e/northrop\\_grumman](https://app.engage-wellbeing.com/v2/registration/e/northrop_grumman).

- Employees should enter their MyID and the requested information to register
- Spouses/domestic partners should enter the employee’s MyID + S. (For example, if the employee MYID is J40000, then the spouse/domestic partner should use: J40000S). The remaining information entered should be specific to the spouse/domestic partner.
- If you have already registered, simply click “Sign In” on the *Engage* home page
- If you were a Castlight user, there’s no need to register. Just log in to *Engage* using your existing login credentials
- Download the *Engage Wellbeing* mobile app. Text APP to 27978.

You and your spouse/domestic partner must register on the *Engage* platform in order to participate in the Well-being Incentive Program.

## Annual Physical

### 7. What is the annual physical requirement?

An annual physical is key to early detection of health problems. The results allow your doctor to find anything “out of the ordinary” and serve as a baseline to help your doctor determine what future health tests may be appropriate.

Your Northrop Grumman medical plan pays for the cost of your annual physical and related preventative care screenings and eligible preventive drugs – with no out-of-pocket expense. Please note that routine annual physicals are covered once per plan year; you do not need to wait 12 months between exams.

The following rules apply with respect to the annual physical for 2021:

- You and/or your covered spouse/domestic partner must receive an annual physical between Jan. 1, 2021 and Sept. 30, 2021; and
- The annual physical claim must be processed as a preventative care claim and reported by the medical plan claims processor (e.g., Anthem, Kaiser) to *Engage* (NGC’s digital platform) no later than Oct. 31, 2021.

If you timely complete your annual physical, but your medical claims processor does not process the claim appropriately and notify *Engage* by Oct. 31, 2020, then you will not receive a 2021 well-being incentive. If you have completed your annual physical and do not see the activity as completed on the *Engage* platform within a month of completion or sooner, you may want to contact your insurance carrier or your provider to confirm your annual physical claim has been processed and the visit was coded correctly as preventative care.

Also, please note that if you had an annual physical at any time in 2020, that this will **not** count towards the 2021 Well-being Incentive Program. For example, an annual physical completed in November 2020 will not qualify for the 2021 Program.

### 8. What options do I have for an annual exam during the Covid-19 pandemic?

If you're not able to see your doctor in-person for an annual physical, consider one of the following options:

- Contact your provider to discuss their ability to conduct telephonic or virtual annual physicals
- Receive care from the comfort of your home with Heal at [heal.com](https://heal.com). Heal can conduct a full physical exam along with a comprehensive medical history. Available to Anthem members in California, Washington, D.C., and Virginia only.
- Complete a wellness screening with Quest at your local Quest Patient Service Center or via an at-home testing kit
  - Log into *Engage* and navigate to the Benefits page. Select the Biometric Screening benefit to choose your option.
  - In order to receive the well-being incentive, you must have your labs collected by Sept. 30, 2021 for in person lab draws. If you choose the at-home test option, your completed kit must be received by the Quest Patient Service Center no later than Sept 30, 2021. **Order your kit by Aug. 1** and return the materials to Quest by Sept. 1 to allow ample mail and processing time.

All three options are covered at 100 percent and count as preventive care toward the annual physical requirement to obtain your well-being incentive.

### 9. Should I tell my doctor's office this is an annual physical when I make my appointment?

Yes. The annual physical or preventive care procedure and diagnosis code must appear on the claim submission that your physician provides to the claims administrator or insurance carrier in order for the exam to be counted as your annual physical. This also ensures the office visit is covered at 100 percent as a preventive service.

If you are enrolled in an Anthem plan, please have your doctor's office use the preventive care billing codes shown below, so Anthem can track that you have completed the annual physical requirement.

Service	ICD-10	CPT Codes
Annual Physical	Z0000	If you are a new patient: <ul style="list-style-type: none"> <li>• 18-39 years old: 99385</li> <li>• 40-64 years old: 99386</li> <li>• 65 years and older: 99387 or G0438</li> </ul>
	Z0001	If you are an established patient: <ul style="list-style-type: none"> <li>• 18-39 years old: 99395</li> <li>• 40-64 years old: 99396</li> <li>• 65 years and older: 99397 or G0439</li> </ul>

### 10. Are there forms that myself or doctor need to complete?

No, there are no forms that you or your doctor needs to complete to verify your annual physical exam. The insurance claim submitted by the doctor should include a preventive visit code that indicates a wellness or annual physical exam was performed, which will be captured by the health plan administrator when the claim is processed. As a reminder, the claim must be processed by Oct.31, 2021 in order for you to receive the 2021 well-being incentive. If you have completed your annual physical and do not see the activity as completed on the *Engage* platform within a month of completion or sooner, you may want to contact your insurance carrier or your provider to confirm your annual physical claim has been processed and the visit was coded correctly as preventive care

If you are enrolled in a Kaiser HMO, you and your covered spouse/domestic partner (if applicable) must complete an authorization form allowing Kaiser to notify *Engage* that you and your spouse/domestic partner have met the program requirements.

**11. Will I qualify for the incentive if I visit an out-of-network provider to get my annual physical?**

Yes. If your claims administrator or insurance carrier receives a claim form with the correct annual physical or preventive care diagnosis code, even if it is from an out-of-network provider, it will count towards meeting the annual physical requirement. Please note that physicals received from an out-of-network provider are not typically covered at 100%.

**12. Do I have to wait one year from the last time I had my annual physical to get my annual physical in 2021?**

No. Routine annual physicals are covered once per plan year; you do not need to wait 12 months between exams. For example, if you had an annual physical in November 2020, you may get another annual physical in June 2021, and it will be covered as a preventive visit. You must get your annual physical between Jan. 1 and Sept. 30, 2021 in order to qualify for the 2021 well-being incentive.

**13. How will Northrop Grumman know that I completed my annual physical?**

Once your physician submits a claim for your annual physical to the claims administrator or insurance carrier for payment, the claims administrator or insurance carrier will notify *Engage* that you and/or your covered spouse/domestic partner (if applicable) have met the annual physical requirement.

If you have completed your annual physical and do not see the activity as completed on the *Engage* platform within a month of completion, you may want to contact your insurance carrier or your provider to confirm your annual physical claim has been processed and the visit was coded correctly as preventive care. Again, the deadline for processing the claim appropriately is Oct. 31, 2021.

If you are enrolled in a Kaiser HMO, you and your covered spouse/domestic partner will need to authorize your carrier to notify our program record keeper when you and your covered spouse/domestic partner complete the annual physical. See the “Enrolled in a Kaiser Permanente HMO?” section below for instructions.

**14. How do I confirm that my annual physical exam will count towards completion of the 2021 Well-being Incentive Program?**

You must complete your annual physical between Jan. 1, 2021 and Sept. 30, 2021. After you complete your physical, you should first confirm your annual physical claim has been processed by logging on to your medical plan’s website to view your claims. Employees enrolled in the Anthem plans who are experiencing a delay in claim processing may call the customer service number on the back of their member ID card for assistance.

If your claim does not show as being processed, you may want to contact your provider to ensure that your provider submitted the claim as a preventative care claim for processing. Again, as noted in previous FAQs, your claim must be processed appropriately and sent to *Engage* by Oct. 31, 2021 in order for it to count towards completion of the 2021 Well-being Incentive Program.

**15. I am a new hire and completed my annual physical before I started at Northrop Grumman. If I submit documentation of the annual exam, will that count toward the 2021 Well-being Incentive Program?**

No. You must get your annual exam while employed at Northrop Grumman and covered under an eligible NGHP medical option.

**16. Who do contact if I have questions about the annual physical?**

Please contact your claims administrator or insurance carrier as follows:

- Anthem Member Services: 800-894-1374
- Kaiser Permanente Rewards Customer Service: 866-300-9867

- CIGNA Global Member Services: 855-219-7381

If the claims administrator or insurance carrier is unable to assist you, please call the Northrop Grumman Benefits Center at 800-894-4194.

## Receiving the Well-Being Incentive

### 17. How much is the well-being incentive?

If you satisfy both requirements, you will receive a \$500 incentive. If your covered spouse or domestic partner completes both requirements, you will receive a \$500 incentive. If both you and your covered spouse or domestic partner timely complete the requirements, your total incentive will be \$1,000.

You must satisfy the eligibility requirements described in FAQ #2 at the time the Company processes and pays the incentive (e.g., active employee enrolled in an eligible plan).

### 18. How will I receive my incentive?

If you are enrolled in an HSA-eligible plan and have established and are eligible to contribute to an HSA, you will receive the well-being incentive as a contribution to your HSA. If you are not enrolled in an HSA-eligible health plan or are not eligible for an HSA, you will receive the incentive via payroll as taxable income.

To receive Northrop Grumman's HSA contribution, it's important that you set up an HSA through Fidelity Investments when you make your Annual Enrollment elections or anytime thereafter through Fidelity NetBenefits® at [netbenefits.com/northropgrumman](https://netbenefits.com/northropgrumman). Northrop Grumman's contribution cannot be made until the HSA is established. When you make your HSA election, keep in mind Northrop Grumman's contribution counts toward the IRS limit. Because the HSA is your account, you can stop or change your elections at any time online through NetBenefits® or by calling the Northrop Grumman Benefits Center at 800-894-4194.

If you do not want to make your own HSA contributions but are eligible to receive Northrop Grumman's HSA contribution on your behalf, be sure to elect to contribute \$0.00 to an HSA on NetBenefits. You must make a new affirmative election of \$0.00 for the 2021 plan year, even if you had already established an HSA and made a \$0.00 election in a prior plan year.

Employees who do not set up, or who are not eligible for an HSA, will receive the incentive via payroll as taxable income.

Again, as described in FAQ #2, you must be an active employee enrolled in an eligible NGHP medical option in order to receive your incentive.

### 19. Which medical plans are HSA-eligible plans?

To be eligible to establish and contribute to an HSA, you must be enrolled in an IRS-qualified high-deductible health plan (HDHP) and not have other disqualifying coverage (such as a general purpose health care flexible spending account.) HDHPs in the Northrop Grumman Health Plan include:

- Plan 2: Medium Premium/Medium Deductible Plan
- Plan 3: Low Premium/High Deductible Plan
- Plan 4: Medium Premium/Deductible Utah Extended Network Plan
- Kaiser High Deductible Health Plan

### 20. When will I receive the well-being incentive?

You will receive the incentive as a contribution to your HSA or in your paycheck as taxable income within one to two pay periods of when both your annual physical and health assessments show completed in *Engage*, provided you continue to satisfy the eligibility requirements described in FAQ #2.

## **21. How do I set up an HSA?**

If you enroll in one of Northrop Grumman's HSA-eligible plans, you can set up an HSA if you meet the IRS eligibility requirements. See [IRS Publication 969](#) for details. Northrop Grumman does not set up your HSA for you. After enrolling in the HSA-eligible health plan, you'll be asked to set up your HSA with Fidelity at NetBenefits at [netbenefits.com/northropgrumman](https://netbenefits.com/northropgrumman). You have the option to set up your HSA with another financial institution. If you do that, you will not receive your well-being incentive in the form of an HSA contribution (and instead will receive the incentive via payroll as taxable income), and you won't be able to make your own contributions through pre-tax payroll deductions.

## **22. Do I have to contribute to the HSA in order to receive the incentive?**

No. You do not have to make contributions to the HSA. You only set up the account through Fidelity in order to receive Northrop Grumman's contribution. If you do not want to make your own HSA contributions, you will need to elect a \$0.00 contribution to an HSA on NetBenefits at [netbenefits.com/northropgrumman](https://netbenefits.com/northropgrumman). You must make a new affirmative election of \$0.00 for the 2021 plan year, even if you had already established an HSA and made a \$0.00 election in a prior plan year.

Northrop Grumman's contributions count toward the maximum IRS annual contribution amount.

## **23. What happens if I complete my well-being activities, but my covered spouse does not (or vice versa)?**

If only you timely complete the requirements as described in FAQ #3, then you will earn a \$500 incentive. If you do not timely complete the well-being activities, but your covered spouse/domestic partner timely completes the well-being activities, then you will receive a \$500 incentive. You will receive a \$1,000 incentive if you both you and your covered spouse/domestic partner complete the well-being activities.

## **Enrolled in a Kaiser Permanente HMO?**

### **24. How is the Well-being Incentive Program different for employees enrolled in one of the eligible Kaiser HMOs?**

Kaiser members generally do not receive annual physical exams, but must be current on their key preventive screenings to qualify for the well-being incentive. Members (both the employee and the covered spouse/domestic partner) must complete the Kaiser Wellness Program Agreement housed on the Kaiser website, so Kaiser can notify *Engage* that you and your spouse/domestic partner have met the annual physical requirement.

### **25. Where can I find the Kaiser Wellness Program Agreement?**

Log in to the Kaiser website at <https://kp.org/engage> and select "Sign your Wellness Program Agreement." Sign on with your kp.org user ID and password. If you are not yet registered at kp.org, click the "Register for an Account" button to get a user ID and password. To receive the incentive, you must check "Yes" to accept the Kaiser Wellness Program Agreement, then click "Submit." If you do not accept this agreement, you won't be able to qualify for the 2021 Well-being Incentive Program.

### **26. How often do I need to sign my Kaiser Wellness Program Agreement?**

The Kaiser Wellness Program Agreement must be signed each program year. To qualify for the 2021 Well-being Incentive Program, the program requirements and acceptance the Kaiser Wellness Program Agreement must be completed between Jan. 1, 2021 and Sept. 30, 2021 and processed by Oct. 31, 2021.

### **27. How can I change my authorization in the Kaiser Wellness Program Agreement?**

Log in to the Kaiser website: <https://kp.org/engage>. Under Settings, click on Accept or Revoke authorization. You will be directed to the Kaiser Wellness Program Agreement to change your authorization.

**28. What do eligible Kaiser Permanente members need to do to qualify for the well-being incentive?**

Employees and their covered spouses/domestic partners qualify for the program incentive by staying up to date on their key preventive health screenings: BMI, blood pressure, total cholesterol and blood glucose. Participants must complete their health screenings according to the frequency outlined below.

- Body Mass Index (BMI) (once per year)
- Blood pressure (once per year)
- Total cholesterol (as prescribed by your KP provider, but no less frequently than every five years)
- Blood glucose (fasting blood sugar or A1c as prescribed by your Kaiser Permanente provider, but no less frequently than every five years)

Kaiser members must also complete the health assessment on the *Engage* digital platform.

**29. How do I know if I'm current on my health screenings?**

You can email or contact your Kaiser doctor to ask which screenings you need to update, or call the Rewards Customer Service at 866-300-9867 or email [rewardscustomerservice@kp.org](mailto:rewardscustomerservice@kp.org).

**30. What do I do if I need to update some or all of my screenings?**

To get a screening, you need to schedule an appointment with your Kaiser provider by calling the number on the back of your Kaiser Permanente ID card, or calling Member Services in your region. You can also visit [kp.org](http://kp.org) to schedule an appointment online or email your doctor to request your screenings.

**31. How do I report completion of myself and my spouse/domestic partner's preventive health screenings (if applicable)?**

When you complete a Kaiser Permanente specific wellness screening, Kaiser will automatically notify *Engage*. This means that you don't have to report completing these activities, but please remember that you will need to accept your Kaiser Wellness Program Agreement authorization.

*In accordance with privacy and security rules under HIPAA, the answers you provide in your health assessment and results of your annual physical — as well as any other health services you receive — are never shared with Northrop Grumman. Safeguards are in place to protect the privacy and security of your medical information. The company will only receive aggregated data, which will help with the development of future programs that reflect the health needs of participants and beneficiaries.*

*Northrop Grumman does not provide legal or tax advice. The information herein is general and educational in nature and should not be considered legal or tax advice.*