

Example Form
Eight-hour leave incentive
Verification of Routine Physical Exam &
Health Risk Assessment

Instructions:

To qualify for the eight-hour wellness leave incentive you must do the following:

1. Complete a routine (annual) physical exam through your PCP or [Catapult Health](#).
2. Have your provider sign and date below or attach your Catapult Certificate of Completion from your Catapult portal verifying the completion of your preventive check-up.
3. Complete the Health Assessment (HA) through the [HealthSelect of Texas website](#). Sign to verify HRA completion below and attach your certificate of completion to this form or to your email to HR.
4. Forward this form with your documentation attached to Human Resources (HR).

Printed Name of Employee: _____ **Date:** _____

Annual Exam

What type of annual exam are you completing this year?

In-person doctor's office

Catapult Health Virtual Check-up

If in person, sign below to authorize your physician and/or physician's office to provide the date of your routine physical exam.

Employee's Signature

Date

Exam Date

Physician's Signature

Date

Health Risk Assessment Certification

I have completed the HRA provided by my health insurance provider.

Employee's Signature _____

Note: Attach your HRA certificate of completion to this form or to the email submitted to HR. If you completed your preventive exam through Catapult Health, please attach your certificate of completion.