

How to Submit Your 2023 Biometric Screening Verified Form

If you are planning to have your biometric screening through your primary care provider (PCP), please read through this information carefully before submitting your Virgin Pulse Biometric Screening Verified form.

- Your biometric screening with your primary care provider (PCP) must be completed between Aug. 1, 2022, and July 31, 2023, to be eligible for the 2023 Annual Wellness Assessment program.
- The form is located on your Virgin Pulse online portal, at **member.virginpulse.com**, under the “Benefits” tab. Each form has a unique code for each eligible member. Therefore, you must print the form and provide it to your PCP to complete.
- Your completed biometric screening form must be submitted to Virgin Pulse before the July 31, 2023, deadline.

All metrics listed on the form are required and your PCP must complete them. You and your PCP must sign the form. Follow one of the methods below to submit your biometric screening verified form.

1. Preferred method:

- Scan your completed and signed form and save it to your computer.
- Log in to your Virgin Pulse account and click on the “**Benefits**” tab.
- Select “**View All**” to be able to locate the 2023 Biometric Screening Verified Form on your computer.
- Click on “**Start Now**” and then select “**Upload Form.**”
- Choose your completed biometric form to upload to your Virgin Pulse portal.
- Once uploaded, you will be able to view your uploaded documents and upload dates.
- You will receive an email from Virgin Pulse confirming that your form has been received.

2. Secondary method:

- Submit the form by faxing it to 401-735-5853.
- **Your PCP may not submit the form on your behalf.**
- Keep a copy of the fax receipt for your records.
- You will not receive an email confirmation from Virgin Pulse if you decide to submit your biometric form through fax.

Important: Once you have submitted your Biometric Screening Verified form, please allow up to **10 business days** for your submission to show in your Virgin Pulse account. You may check your credit status by logging into your Virgin Pulse account and clicking on the “Rewards” tab. You will see a green check mark for your successfully completed items. If your covered spouse is submitting a Biometric Screening Verified form, they must upload and submit the form through their individual Virgin Pulse account.

If you have not received credit after 10 business days, please check your email inbox for a message from Virgin Pulse. A Virgin Pulse customer service representative will email you if there is any missing information or questions related to your biometric form. Please read through the entire message from Virgin Pulse before responding. It is your responsibility to respond with any missing information to ensure you’ll receive credit.

In order to receive the 2024 premium discount, your form must be submitted to Virgin Pulse by the July 31, 2023, deadline. Forms will not be accepted at the onsite biometric screenings. If there are any questions regarding the status of your biometric screening form, **please reach out to Virgin Pulse customer support at support@virginpulse.com or call 855-954-1861.**