

# Discovery Employer Wellness Day application form 2023



## Purpose of the form

To apply for a corporate wellness day.

## What you must do

- We recommend that you complete this application form together with your Corporate Health Manager who will help you to answer any questions.
- Please complete the **latest version of the application form**. When you complete older versions of the application form, you might be referring to outdated assessment costs, and terms and conditions which Discovery Health will not be held accountable for.
- Please **complete all fields** in the application form. If information is missing, we will not be able to process the application
- Apply for your wellness day well in advance, so we can accommodate you on your preferred date. We require your application at least 10-14 working days before your proposed wellness day date.

## 1. Your company information

Full company name (as registered)	<input type="text"/>
Discovery Health employer number	<input type="text"/>
Company VAT registration number	<input type="text"/>
Does your company have tax exemption?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Company contact	Name and surname	<input type="text"/>
	Email address	<input type="text"/>
	Telephone number	<input type="text"/> - <input type="text"/>
Wellness day organizer	Name and surname	<input type="text"/>
	Email address	<input type="text"/>
	Telephone number	<input type="text"/> - <input type="text"/>
Corporate Health Manager	Name and surname	<input type="text"/>
	Email address	<input type="text"/>
	Telephone number	<input type="text"/> - <input type="text"/>
Company billing contact	Name and surname	<input type="text"/>
	Email address	<input type="text"/>
	Telephone number	<input type="text"/> - <input type="text"/>

## Postal address

PO Box	<input type="text"/>
Private bag	<input type="text"/>
Suite	<input type="text"/>
Postnet suite	<input type="text"/>
Suburb	<input type="text"/>
Postal code	<input type="text"/>

## 2. Wellness day location (physical address where the wellness day will take place)

Please note:

- As a standard we require all our wellness events to be hosted in-doors. Outside events may be considered on a case by case basis pending a site inspection.
- Where there is poor cellphone connectivity at your chosen venue, if affects the performance of our technical devices. In these instances, assessment results may be captured on manual forms or on an offline system, and results are only synced once connectivity is established.
- The following arrangements are required at your chosen site/venue
  - Wellness assessment stations – private rooms/offices, where this is not available the wellness team will bring Gazebo's as mobile wellness stations. Please indicate if Gazebos are required.
  - Tables and chairs. (One table and two chairs per mobile wellness station/office/room). Please indicate if you are unable to provide tables and chairs.
  - Plug points
  - Adequate light and ventilation
  - Adequate 3G or 4G connectivity
  - Parking for the wellness team.

### Physical Address

Building name	
Street number	
Street name	
Suburb	
Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Venue where wellness assessment will take place	

### Venue requirements

Requirement	Tick Yes/No	Comment
Plug points	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Adequate light and ventilation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parking for the wellness team	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Adequate 3G or 4G network connectivity	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Special permits/access requirements for the wellness team to access the venue	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Extension cords	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Chairs	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tables	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 3. Logistical arrangements

Please indicate the logistical preferences required for your wellness event.

Preference									Comments
Please indicate three possible dates for your wellness day in order of preference	D	D	M	M	Y	Y	Y	Y	
	D	D	M	M	Y	Y	Y	Y	
	D	D	M	M	Y	Y	Y	Y	
Please indicate start and end times for your wellness day	07:00 – 14:00								<input type="checkbox"/>
	08:00 – 15:00								<input type="checkbox"/>
	09:00 – 16:00								<input type="checkbox"/>
	10:00 – 17:00								<input type="checkbox"/>
	Other ( you may incur additional costs where more than 7 hours is booked)								<input type="checkbox"/>
Preferred wellness assessment station	Can provide rooms / offices								<input type="checkbox"/>
	Gazebos								<input type="checkbox"/>

If you require a wellness day for the same company but at different branches, you can complete one application form and attach the 'excel branch document sheet

Please note the following:

- The wellness team will arrange delivery and collection of stock and equipment in consultation with the event organizer or company contact, and the corporate health manager. In certain instances, we may be required to set up wellness stations one day before the event. Collection of equipment and stock could also occur a day after the wellness day.
- Each wellness specialists must have their own wellness station (gazebo/room/office).
- Where private rooms/offices are provided onsite it should provide the necessary privacy (no glass)
- In line with the employee equity act, the wellness team staff will be given an hour lunch break
- Overtime fees may apply at a cost to the employer in the following instances
  - Wellness day duration that exceeds 7 hours
  - Public Holidays
  - Wellness days on Saturdays after 14:00.

### 4. Health Check (Wellness Assessment required)

We have two available offerings: Premier and Premier Lite

**Premier:** An enhanced personalized experience coupled with a digital booking system that allows an individual to get an in-dept understanding of their health metrics.

Assessment Components	Additional benefits and technology	Client Eligibility and Access	Cost
Digital online questionnaire <i>(Optional)</i> <ul style="list-style-type: none"> <li>• Medical History</li> <li>• Emotional Wellbeing</li> <li>• Physical Wellbeing</li> <li>• Lifestyle</li> </ul> Body metrics <ul style="list-style-type: none"> <li>• Height, weight</li> <li>• Waist circumference</li> <li>• Body fat percentage</li> <li>• Blood Pressure</li> <li>• Posture Assessment</li> <li>• Eye assessment</li> </ul> Biometrics (blood tests) <ul style="list-style-type: none"> <li>• Glucose</li> <li>• Full Lipogram (TC, LDL, HDL, Trigs)</li> </ul> Voluntary HIV testing and counselling	<ul style="list-style-type: none"> <li>• Digital individual report</li> <li>• Comprehensive Employer report</li> <li>• Automated Vitality point allocation (if applicable)</li> <li>• Risk stratification with automated communication and reminders to act on identified risks</li> <li>• Automated EAP Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Discovery Health Medical Scheme members have access to two health checks a year</li> <li>• Discovery Life policy holders have access to one health check a year</li> <li>• Other Schemes Administered by Discovery health who has one health check per year are: Multichoice, Tsogo Sun, TFGMAS</li> </ul>	R881.40

**Premier Lite:** A basic health check coupled with a digital booking system that allows an individual to get an overview of their health metrics

Assessment Components	Additional benefits and technology	Client Eligibility and Access	Cost
Non smokers declaration Body metrics • Height, weight • Waist circumference • Blood Pressure Biometrics (blood tests) • Glucose • Total Cholesterol Voluntary HIV testing and counselling	• Digital individual report • Comprehensive Employer report • Automated Vitality point allocation (if applicable) • Risk stratification with automated communication and reminders to act on identified risks • Automated EAP Referrals	• Other Schemes administered by Discovery health has one health check per year: Anglovaal, BEMAS, EMBF, Malcor, Retail, UKZN • Members who have non-scheme product only: Healthy Company, FlexiCare	R508.40

Please note:

- We require a minimum of 7 wellness assessments/attendees to host a wellness day (half day). We require a minimum of 30 wellness assessments/attendees to host a wellness day in outlying areas (where the employer site is further than 150 km away from any of our main offices)
- One Wellness Specialist can screen 15 Premier assessments and 20 Premier Lite assessments per day.
- We book the number of wellness specialists according to the number of wellness assessments required
- The Digital online assessment is optional; however, we encourage employers to include this in their wellness day for more defined risk stratification and comprehensive reporting.

Please indicate the number of wellness assessments required in the table below.

- Note that where an offering is selected not covered by the attendee's scheme or non-scheme product benefit the cost will be for the event host/event organizer account.

Attendee type	Offering required	Include Digital Online Assessment	Number of estimated attendees	Comments
Discovery Health Medical Scheme Members	<input type="checkbox"/> Premier	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite			
Non-Scheme products Flexicare and Healthy Company (members not on a Discovery Medical Scheme)	<input type="checkbox"/> Premier <i>(to be paid for by the employer)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite			
Members on Multichoice, Tsogo sun, TFGMAS	<input type="checkbox"/> Premier	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite			
Members on Anglovaal, BEMAS, EMBF, Malcor, Retail, UKZN	<input type="checkbox"/> Premier <i>(to be paid for by the host)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite			
Members with a Discovery Life policy only	<input type="checkbox"/> Premier	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite			
Uninsured Members (not on a medical scheme)	<input type="checkbox"/> Premier <i>(to be paid for by the host)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/> Premier Lite <i>(to be paid for by the host)</i>			
<b>Total</b>				

## 5. Terms and Conditions

### 5.1. Processing of Personal Information and Reporting

- 5.1.1. Please note that the POPI act requires us to verify members before their health check with acceptable form of verification (ID book or card, valid driver's license, passport)
- 5.1.2. Southern Rx and Discovery Health undertakes to use and process each attendee's personal information strictly in accordance with data protection legislation and only upon receipt of the attendee's consent.
- 5.1.3. You have access to view your wellness day attendance on the Employer Zone. If you do not have access speak to your dedicated Corporate Health Manager to assist you.

### 5.2. Funding for wellness assessments

- 5.2.1. Participating medical schemes administered by Discovery Health covers the cost of the health check as part of the risk screening and preventative benefit. The below table highlights the type of health check participating schemes have selected as part of their benefits:

Scheme Name	Health Check offering	Number of Health Checks covered per year
Discovery Health Medical Scheme	Premier	Two
Anglovaal	Premier Lite	One
BEMAS	Premier Lite	One
EMBF	Premier Lite	One
LA Health	Premier Lite	One
Malcor	Premier Lite	One
Multichoice	Premier	One
Remedi	Premier Lite	One
Retail	Premier Lite	One
TFGMAS	Premier	One
Tsogo Sun	Premier	One
UKZN	Premier Lite	One

- 5.2.2. Policy holders of the following non-scheme products, in the absence of a medical scheme membership administered by Discovery Health are also covered for a health check as part of their product benefits:

Non-Scheme Product	Health Check offering	Number of Health Checks covered per year
FlexiCare	Premier Lite	One
Healthy Company	Premier Lite	One
Discovery Life	Premier	One

- 5.2.3. The cost of the health check would be payable by the employer and will be billed directly in the following instances:

- 5.2.3.1. Attendees that are in a general waiting period
- 5.2.3.2. Attendees that have already utilized their annual benefits available
- 5.2.3.3. Attendees that are uninsured or are on a health plan with a scheme not administered by Discovery Health.

- 5.2.4. Employers may be liable to cover wellness day costs in the following instances:

- 5.2.4.1. Short notice cancellations or rescheduling existing bookings within 5 days before the booked date. The cost will equal the cost
- 5.2.4.2. Travel and accommodation costs where the employer site is in an outlying area (150 kilometers or more from any of our main offices) that has not been pre-booked into our regional calendar in advance.
- 5.2.4.3. Overtime fees for wellness days that run over 7 hours or are scheduled on a Sunday or a Public Holiday.

### 5.3. Wellness day marketing and attendance:

- 5.3.1. The company contact or event organizer is responsible for promoting the wellness day and distributing marketing material and booking invites shared by the Discovery Health Corporate Health Manager.
- 5.3.2. Attendees must be encouraged to book their health checks and complete their online questionnaire ahead of the wellness day to ensure a seamless experience

### 5.4. Wellness day arrangements

- 5.4.1. The Southern Rx Wellness Team will only arrange what is specified on the application form.
- 5.4.2. We do not recommend making any changes once your wellness day has been booked and confirmed, because this affects logistics that are planned. Examples are venue changes, changes in assessment estimates, and any additional requirements on the day.
- 5.4.3. The Southern RX Wellness Team reserves the right to decline any changes that are requested within 5 – 7 days of the wellness day date.

### 5.5. Confirmation to accept electronic tax invoices

- 5.5.1. This is to confirm our agreement to accept electronic-format tax invoice, credit, and debit notes, which will be sent by email. The following requirements as defined by SARS in VAT News 20 of the Value-Added Tax Act for issuing of tax invoices and credit and debit notes.
- 5.5.2. The written documentation must be retained by the supplier for a period of five years after the last electronic document issued to the recipient.
- 5.5.3. Electronic documents, tax invoices, credit and debit notes will be transmitted and issued to the recipient in PDF format.
- 5.5.4. Both the recipient and supplier must retain the electronic documents in its original format for a period of five years from the date of supply.

5.5.5. The transmitted electronic document will constitute the original tax invoice, credit, or debit note. No other tax invoice, credit or debit note will be issued in respect of the specific supply, unless as a copy of the original document.

## 6. Disclaimer and indemnity

- 6.1. Discovery Health nor any entity of the Discovery group of companies (“the Discovery Group”) will be liable for any losses, liabilities, costs, expenses, fines, penalties, damage, damages and claims and all related costs and expenses (“Losses”) suffered by any person (including the company and an employee) as a result of a Wellness Day or services provided to your company or an employee during a Wellness Day.
- 6.2. Your company indemnifies and holds Discovery Health and the Discovery Group harmless against any Losses suffered by, or claims made against Discovery Health and the Discovery Group arising out of or in connection with a Wellness Day or your company’s failure to comply with its obligations set out herein.
- 6.3. Your company hereby indemnifies Discovery Health (Pty) Ltd and the Discovery Group against its failure to adhere to the Disaster Management Act, 2002 and any of its regulations during this national state of disaster or any standard operating procedures used by Discovery Health (Pty) Ltd during the Wellness Day. Your company further indemnifies Discovery Health (Pty) Ltd and the Discovery Group against any of its employees, other guests or visitors who might be infected with COVID-19 as a result of the operation of the Wellness Day.

Name of organiser or contact person

Signature of the  
organiser or contact  
person

Date

D	D	M	M	Y	Y	Y	Y
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**Please only sign if information is true, complete and correct.**