

School District of Elmbrook
Benefit Incentive Request Instructions

To make a benefit incentive request for utilizing partners, Smart ChoiceMRI and Orthopaedic Hospital of Wisconsin:

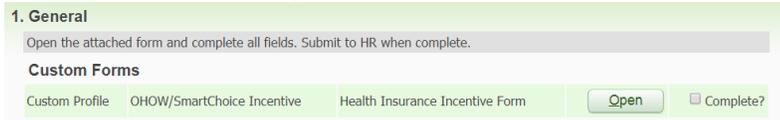
1. In the Skyward payroll system, from “Employee Access” locate the “OHOW/Smart Choice Incentive” within “Task Processes”:



Note, if “Task Processes” does not show on your “Employee Access” screen, add it to your “Select Widgets”:



2. #1 General – Click on “Open” the Health Insurance Incentive Form



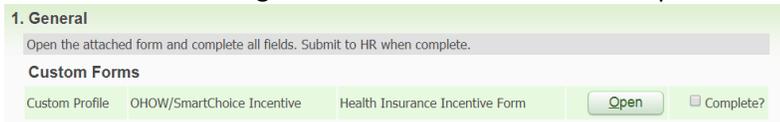
3. Complete the form and click save – You may include “#2. Notes,” but do **NOT** include “#3. Attachments.”

**Health Insurance MRI/Musculoskeletal Incentive Request Form
(OHOW/SmartChoice)**

Complete the fields below. Do **NOT** submit or attach copies of invoices or Explanation of Benefits (EOB's). Those documents may contain protected health information that we do not want transmitted electronically. Verification will be provided by our Third Party Administrator. Additional information related to this request can be found at this link.

Name of Patient	<input type="text"/>
Date of Birth of Patient	<input type="text"/>
Date of Service	<input type="text"/>
Name of Provider	<input type="text"/>
Cost of Procedure (OHOW Only)	<input type="text"/>

4. Click on #1 General Again – Check the box to mark complete



5. Click on #4 Choose Next Task – As all required fields are completed, you may click the button, “Benefit & Incentive Review” which will process your request for review.

6. You will receive email notification on the status of your request as it is processed. Following approval, incentive payments are paid quarterly (March, June, September, December) through payroll automated deposit.