

**2013 – Know Your Numbers  
FAQs  
ConocoPhillips Medical and Dental Assistance Plan (“the Plan”)**

**What is available for employees in 2013?**

Beginning Jan. 1, 2013, you can choose to participate in the following voluntary services provided at no cost to you:

- Biometric screenings to help you *Know Your Numbers*,
- Healthy Coaching with Healthways to talk about nutrition, stress management, physical activity, weight management, blood pressure, cholesterol, alcohol use and overall self-care.
- Resources for Quitting Tobacco through QuitNet
- 24-Hour Nurseline (Informed Healthline) with Aetna to answer questions anytime of the day for any medical need you may have.
- Personalized nurses at Aetna and professionals at Express-Scripts who can assist with complex health conditions that may require individual case management to help you navigate your medical treatment.

**Why are you asking me to participate in the *Know Your Numbers* biometric screening program?**

We care about the health, safety and wellbeing of our employees and their families. Healthy employees make a healthy company and a healthy lifestyle at home. The more you know about your health, the better prepared you will be to make decisions about how to maintain or improve it. By participating in this no cost screening of your key health indicators, you will have the information you need to make informed decisions about your health.

We are asking each employee globally to complete their biometric screening.

**Is my private data protected?**

Your personal health information is important and should always be kept confidential. ConocoPhillips, Onsite Health Diagnostics, our benefits providers and Healthways have strict policies in place to protect your privacy rights. All personal health information that you share will remain confidential and will only be used as permitted by law. Please take advantage of the health improvement tools and support services available to you, and be confident that your personal information is kept private and safeguarded from unauthorized access.

**What are the biometric screenings and why are they important?**

Biometric screenings include: cholesterol panel (total cholesterol, HDL cholesterol, LDL cholesterol, triglycerides) and blood sugar (both of which require at least eight hours of fasting to ensure accuracy of results), plus blood pressure and body mass index (BMI) (height, weight and waist measurements).

These numbers are important indicators of overall health and can help you know if you need to take steps to decrease your health risks.

**What is the contribution for participating?**

In 2013, we are requesting you complete your biometric screening as part of your annual health plan. We are currently reviewing the strategy of our benefits with the impact that health care reform has placed on the company, and have not yet finalized any incentive program. We do believe that the biometric screening is a core component of employee health and wellness. Very soon, we will determine any incentive structure around the health improvement programs and communicate those to all employees.

**How can I get my biometric screening?**

Beginning in February, 2013 you can complete a biometric screening through:

- Participating in an screening at [certain locations](#) OR
- Have the screening form filled out during your annual preventive care visit, annual company required regulatory exam or visit with a healthcare provider (*requires Physician Referral Form through Onsite Health*).

Registration is required at:  
[www.onsitehd.com/scheduler/home.action](http://www.onsitehd.com/scheduler/home.action)

**Username:** biometrics2013  
**Password:** GoodForYou2013

**Who administers the biometric screenings at the work locations?**

ConocoPhillips has contracted with a third-party vendor, Onsite Health Diagnostics, to administer the confidential biometric screenings.

**When will Onsite Health Diagnostics be at my work location?**

Onsite Health Diagnostics will be at most locations with 20 or more employees between Feb. 1 and July 15, 2013.

**What if I miss the date Onsite Health Diagnostics is at my work location?**

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If you miss the date, a Physician Referral Form is available for you to take to your physician’s office during your annual physical (preventive care visit). [You must register via the Onsite Health Diagnostics website for the physician forms.](#)

**Can I see my results for this year and previous years online?**

Yes, you can check your current results (after 10 days from the close of your locations screening) at: [Access your \*\*biometric screening results\*\* online](#)

**I received my preventive care visit (annual exam) from my physician. Can these results be used?**

Yes. You will need to download the Physician Referral Form to submit your results. The acceptable time period for annual exams is Aug. 1, 2012 – present year.

**What if I completed an OSHA/COP required regulatory health exam? Can I use these biometric results for my biometric screening?**

You may use the results if your exam was completed between August 1, 2012 and present if you voluntarily agree by signing the release on the Onsite Health Diagnostics Physician Referral Form.

It is the employee’s responsibility to download the Physician Referral Form and take it to the onsite COP clinic or physician’s office. A healthcare professional will need to complete the boxes on the form, sign, date and fax the form to Onsite Health Diagnostics. **It is the employee’s responsibility to ensure that all information is complete and to keep a copy of the fax confirmation.**

**How will I know if my results are completed?**

You will receive an email confirmation that your results are uploaded into Onsite Health Diagnostics system at the address you show registered under in the system.

**What happens after I take the biometric screenings?**

After your biometric data is completed, it will be sent to Healthways, our disease management and healthy coaching third-party administrator. In the event your biometric screening identifies a potential medical concern, e.g., high blood pressure or high cholesterol, Healthways medical professionals may contact you. You will receive a letter or a telephone call inviting you to participate in a health coaching program. If you have caller ID on your telephone, it will read “Your

Health Coach”. We also encourage you to seek follow-up care from your physician. Your participation is voluntary, but we encourage you to use the assistance Healthways can offer to improve your health.

**Do I have to participate in the Health Management Programs?**

The Health Management Programs, including *Know Your Numbers*, are completely voluntary. Neither you nor your eligible dependents are under any obligation to participate. If you are not interested in participating in a Health Coaching program provided by Healthways or health management through Aetna or Express-Scripts, please inform the health professional during the outreach call.

**What else do you do with my data?**

ConocoPhillips does not see individual data in any reports. We receive high level aggregate reports that tell us the health trends of our employees and specific locations. We use this information to design programs and benefit plans that are meaningful to you and your family and aim to keep costs down for both you and the company. **For example:** We know that a large part of our employee population has borderline high blood pressure. We want to make sure we offer good nutritional support, education and coaching, as well as prescription drug coverage for medications you may take - to help you manage or improve your blood pressure.

**I did not receive a Cholesterol LDL score or ratio during my screening. Is this normal?** Yes, this is normal. There is a slight chance your triglycerides will read outside the normal limits for testing. This can occur anytime you have your cholesterol tested. If this happens, your cholesterol LDL and ratio cannot be calculated and the result will be left blank, but your screening will be considered complete. If the cause is elevated triglycerides, this should be followed up with your personal physician. Certain states (PA, NJ) do not allow this data to be collected and reported through third-party providers. If you would like this data, we encourage you to use the Physician Referral Form.

**I attended a biometric screening at a COP work location and my numbers indicated I was out of the “normal” range. What should I do?**

The biometric screenings are intended to identify potential health problems and are not meant to replace your personal physician’s diagnostic examinations. You should visit your physician for a complete diagnostic examination in order to confirm any abnormalities identified during the biometric screening.

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**My physician charges me a fee to complete the Physician Referral Form. Will ConocoPhillips reimburse me for this charge?**

Similar to the Employee Health Reports (E.H.R.), it is the employee’s responsibility to pay fees for any form completions. Therefore, the employee will be responsible for this charge.

**Can I pay for the Physician Referral Form completion charge from my Flexible Spending Account or Health Savings Account?**

The IRS does not specifically list this as an acceptable expense on IRS.gov. If you would like to pay for this expense from your account, we recommend you talk to your tax advisor.

**Who can participate in the biometric screenings?**

- **Biometric Screenings at work locations:**
  - All U.S. active employees are eligible for the biometric screenings at work locations.
- **Biometric Screenings at Physician’s Office:**
  - All U.S. active Plan participants (including dependents, COBRA, disability, personal leaves and hTosco LTD participants) are eligible for biometric screenings provided at their physician’s office as part of a Preventive Care visit according to regular Plan benefits.

**Are employees in a fully-insured option (for example, Aetna International Benefits) who are not covered by ConocoPhillips medical option eligible to participate in the screenings?**

We encourage all employees to take the biometric screenings so you can *Know Your Numbers* and be informed about your health. The biometric screenings offered at work locations are available to all employees at no cost.

**If I am pregnant or an insulin dependent diabetic, do I need to fast?**

Yes. You will need to fast for at least 4 hours to get reliable results.

**What happens if I have not fasted?**

You will be turned away by the lab technicians if you have not fasted for the appropriate amount of time. You can reschedule your appointment or schedule an appointment with your physician.

**Where do I find additional information?**

Visit [hr.conocophillips.com](http://hr.conocophillips.com) > *Current Employees-2013* > *2013 Current Employees* > *Health Management and Wellness Programs* . Also, look for flyers, posters, e-mails and more information in the coming weeks.

Contact **Onsite Health Diagnostics** for information regarding biometric screenings, technical information regarding the Onsite Health Diagnostics website, Physician Referral Forms or location information:

**Toll-Free Phone:** 877-366-7483

**Website:**

<https://www.onsitehd.com/scheduler/home.action>

**Username:** biometrics2013

**Password:** GoodForYou2013

Contact **Healthways** for information regarding the Health Coaching

**Toll-Free Phone:** 888-324-6067

8:00 a.m. - 8:30 p.m. Central Time Mon. through Fri.

8:00 a.m. - 4:30 p.m. Central Time Sat.

Contact the **Benefits Center** for general information, eligibility and contributions:

**Toll-Free Phone:** 800-622-5501 or 718-354-1344

Contact **Aetna** for 24-Hour Nurseline (HDHP, PPO medical options):

**Toll-Free Phone:** 800-556-1555