**Maternity Support Program Standard Operating Procedure Employee Services**

**OVERVIEW**

The Maternity Support Program (MSP) provides resources and incentives for maintaining a healthy pregnancy and should be used in conjunction with the Employee Lactation Support Policy. The MSP is a collaboration between Trilogy Benefits, Anthem Blue Cross Blue Shield and TrilogyFIT.

This SOP provides guidance on how to utilize this program.

**ELIGIBILITY**

The MSP is open to all pregnant Trilogy employees, their spouse and dependents covered by Trilogy’s Anthem Blue Cross Blue Shield medical coverage. See below for specific eligibilities based on benefits coverage.

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| **Benefit** | **Trilogy- Insured (includes employee, spouse and dependent)** | **Not Trilogy- Insured** | **Trilogy Adoptive Parent (insured or uninsured)** |
| Virgin Pulse Incentive | X |  |  |
| Pregnancy Book | X |  |  |
| ER3 Recognition | X | X | X |
| Campus Onesie | X | X | X |
| Free Breast pump | X |  |  |
| Benefits Resource Center  | X | X | X |
| Anthem Future Moms Maternity Nurse Sessions | X |  |  |
| Free Folic Acid Vitamins  | X |  |  |
| Free Lactation Consults via LiveHealth Online | X |  |  |

* Eligible participants, who are not able to complete all four (4) Anthem Future Moms Maternity sessions, due to benefits waiting period, must complete 100% of prenatal/postnatal appointments, be covered by Trilogy’s medical coverage at time of delivery and attend at least one (1) Anthem Future Moms Maternity session, once coverage is available.

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**SOP DETAILS**

* 1. The Business Office Manager or the AP/Payroll Coordinator at each campus will provide support for the MSP. MSP Postcards and Booklets will be made available for distribution but can also be accessed via redEapp, TrilogyFIT.org and Accuconnect.
	2. Trilogy medically covered members who wish to enroll in the Anthem Future Moms Program should enroll on the Maternity Support page of the TrilogyFIT website, located at www.TrilogyFIT.org. They may also do so by calling the Anthem Future Moms Program toll free number at 1-800-828-5891.
	3. Non-insured employees and their dependents are not eligible to enroll in the incentive portion of the program but may use the MSP Booklet as a resource tool for benefits that they may be eligible for.
	4. Program requirements: Trilogy medically insured members who are enrolled in this program are required to **complete all four (4)** Maternity Support Nurse Line calls to qualify for the Virgin Pulse Incentive. These sessions include:
* **Enrollment Assessment**(occurs shortly after applying): provides more information about the program and confirms eligibility
* **Initial Assessment** (occurs after enrollment): Checks for high-risk health issues and any current or past pregnancy problems.
* **Second Assessment** (occurs at 28th week of pregnancy): Checks for any new pregnancy problems or gaps in screening; discussion of delivery plan
* **Follow-up Assessment** (occurs 2-4 weeks after delivery): Screens for postpartum depression and discussion of delivery

\* Frequency of calls may differ for employees who may not find out they are pregnant during the first trimester, or later. You may complete more than one enrollment/assessment per call.  Additional calls may be needed for high-risk pregnancies, but these calls cannot replace the 4 sessions listed above. Exceptions to calls will be reviewed on a case-by-case basis to determine if participants have met the criteria.

* 1. As part of a healthy pregnancy, it is recommended that employees attend all prenatal sessions with their maternity healthcare provider. Eligible participants who complete 100% of all prenatal appointments may apply for the Virgin Pulse Incentive by having their healthcare provider complete the **Physician’s Verification Form** (located in the back of the MSP booklet or at www.TrilogyFIT.org).

**Maternity Support Program**

**Standard Operating Procedure**

**Employee Services**

* 1. Step*s to participate in the program:*

* + - Enroll in the MSP incentive at TrilogyFIT.org. An email confirmation will be sent once the application has been received.
		- Call the Anthem Future Moms Program at 1-800-828-5891 and complete an enrollment call and three (3) additional calls with your Anthem Maternity Nurse.
		- After your final post-partum Anthem maternity nurse call, email the Physician’s Verification Form to trilogyfit@trilogyhs.com.
	1. Eligible participants have up to 180 days after date of delivery to submit their completed Physician’s Verification Form.
	2. *The Virgin Pulse incentive is awarded as $200 Pulse Cash and deposited into the* employee (or Trilogy sponsor) Virgin Pulse account. Multiple births are each eligible for the incentive. Employees should allow 60 days for Virgin Pulse Cash to be awarded.
	3. For more information on this program, contact the Health & Wellness Program Manager at trilogyfit@trilogyhs.com.

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| **Procedure Approved:** |  | **Approval Date:** |  |
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|  |
| **Forms:** | MSP Application, Physicians Verification Form |
| **Key Words:** | Maternity, support, program, pregnancy, Virgin Pulse, delivery; birth; pregnancy |
| **Short Description:** | The Maternity Support Program (MSP) provides resources and incentives for maintaining a healthy pregnancy and should be used in conjunction with the Employee Lactation Support Policy. The MSP is a collaboration between Trilogy Benefits, Anthem Blue CrossBlue Shield, and TrilogyFIT. |