



ADP health & wellness center

OUR MISSION Our purpose is to provide the highest quality onsite health services and wellness education to assure a healthy and engaged work force in a safe environment. We strive to be ADP's first resource for all health-related matters and to assist all associates in achieving optimal health and wellness.

OUR COMMITMENT Each staff member of the ADP Health & Wellness Centers

- Provides high quality and confidential medical care
- Is an advocate for our associates
- Ensures public health vigilance in the workplace
- Promotes a culture of health throughout ADP

Services

Free Onsite Medical Care & Services • Same Day Appointments Are Usually Available
Open Monday – Friday During Business Hours
Experienced, Caring Staff • Physicians, Physician Assistants / Nurse Practitioners,
Support Staff

OFFICE VISITS

- Sick visits
- Emergencies
- Specialist referrals
- Work-related illness and injuries
- Lifestyle, health and coaching advice

PHYSICALS

- Annual physical exams (includes blood work and other diagnostic testing)

TESTS

- Onsite blood draws (venipuncture)
- Venipuncture for your personal medical doctor with specimen results sent directly to your MD
- EKGs

IMMUNIZATIONS

- Flu shots
- Tetanus, pneumovax, and other vaccines
- Travel Vaccines—free for business travelers

CONSULTATIONS FOR INTERNATIONAL TRAVEL

- **Business travel**—complete destination specific information, prescriptions, and immunizations at no cost to the associate
- **Personal travel**—full travel consultations, prescriptions, and immunizations (available vaccines at cost)

THERAPEUTIC SERVICES

- Breathing treatments for asthma
- Hydrocollator (heat therapy)
- Wound care / First Aid
- Ear wax removal
- Other services

DESK (WORKSTATION) EVALUATIONS

- Ergonomic evaluations of your workstation

HEALTHYROADS®

- Biometric screenings for *ADP's Wellness Program*
- Meet with an HWC provider for structured review and interpretation of your biometric results, and development of an action plan. This qualifies for annual incentive points

SCREENINGS

- Blood pressure checks
- Other screenings—vary by location

ADDITIONAL HEALTH RESOURCES

- Emergency Response Program
- Resting room for ill associates
- Smoking cessation
- Various wellness activities—based on the needs and interests of the associate population
- Act as a Center of Excellence and be a health resource throughout ADP

Your health is important to ADP. As a valuable benefit to you, our medical staff can address your medical issues and concerns. To schedule a visit, please call the Health & Wellness Center for an appointment.

All services are provided with the utmost confidentiality. We maintain the privacy of your medical and health information and are in compliance with all relevant state and federal laws and regulations including the U.S. Health Insurance Portability and Accountability Act (HIPAA).

Frequently Asked Questions

Why does ADP offer free medical services at the onsite Health & Wellness Centers?

As an Employer of Choice Initiative, ADP began offering medical services in Roseland in 1992, and expanded the concept to the larger ADP locations in 2004. ADP's goal is to support and promote a culture of health throughout the company.

Who can use the Health & Wellness Centers?

All associates, whether based in the United States or internationally are eligible to use any of the Health & Wellness Centers. This includes ADP interns who are paid by ADP. Use of the Health & Wellness Center is considered a benefit to the associates, and if utilization is consistent with ADP policies, is not considered an occurrence, and **you do not need to use sick or personal time** for your visit. Spouses and family members are not eligible to use the services of the Health & Wellness Centers. Contractors and vendors are also not eligible with the exception of emergency care and (typically) flu shots.

How are the offices staffed?

Each office is overseen by a physician manager. On a daily basis, typical staffing consists of a physician, nurse practitioner or physician assistant, along with clinical and administrative support staff. Our goal is to attend to your medical needs with minimal wait times.

What does it cost to use the Health & Wellness Centers?

Most of our services are free.

There is no charge for

- Your visit
- Testing performed onsite
- Tests ordered by our providers as part of an annual physical

Lab work ordered by one of our providers that is not part of an annual physical will be billed to your insurance, and would be subject to your plan's deductibles. We will also draw blood that has been ordered by your outside personal physician. In these situations, the lab will bill your insurance for the tests, and you may be responsible for any insurance deductibles of your plan.

Are the services and conversations confidential?

All services and your data are confidential. We take your privacy very seriously, and follow the privacy guidelines of State and HIPAA regulations. Records are not shared with others outside of the Health & Wellness Center, including ADP HR, or your manager. We only release your records with your signed authorization, or if required to do so by State or HIPAA guidelines in very limited circumstances.

Can the Health & Wellness Center act as my primary care physician?

No, unfortunately we cannot. We are here to assist and bridge any gaps in your health care. In addition, we offer

sick visits and a wide range of acute care and wellness services, including annual physicals, as well as wellness and prevention advice. Since we are not available on weekends and at night, we are not able to provide all the services of your personal physician.

Do I need an appointment or can I just walk in?

We prefer that associates schedule appointments in advance in order to minimize wait times. We make every effort to accommodate all requests for same day appointments, and emergencies are seen immediately.

Do you treat associates involved in a motor vehicle accident, or who are injured at work?

We will evaluate an associate involved in a motor vehicle accident to determine if they need immediate care.

Do you treat associates who are injured at work?

In the case of work injuries, we will do an initial assessment and treat minor problems with follow-up provided by ADP HR and ADP's Workman's Compensation carrier.

What is the relationship between the Health & Wellness Center and ADP's Wellness Program as offered by Healthyroads?

ADP Health & Wellness Centers are available to complete your annual biometric screening, which includes a blood draw. Your blood sample will be sent for processing to Quest Diagnostics®, the Healthyroads screening vendor. Your results will be provided directly to Healthyroads. **The staff of the Health & Wellness Center and no other entities at ADP will receive a copy of your individual results, nor have access to them.**

What types of ergonomic/workstation assessments can you provide?

HWC provides ergonomic evaluations for associates with medical complaints. The first step in the process is for an associate to schedule an appointment with a provider to review any concerns, and then, if warranted, a staff member trained in ergonomics will go to the associates work area and do an ergonomic evaluation. The associate's supervisor will order ergonomic equipment if needed.

Why can't the receptionist give me Tylenol, or other medications without a provider seeing me first?

Although all of these items may seem harmless, there may be a more serious underlying problem that needs to be evaluated. An example would be:

- An associate who is requesting Tylenol for a headache. *The associate may be experiencing severely elevated blood pressure that is causing the headache.*



Locations & Contact Information

ADP Roseland Health & Wellness Center

One ADP Boulevard MS
213 Roseland, NJ 07068

8 a.m. – 4 p.m.

973-974-5716
855-226-2768 FAX

ADP Parsippany Health & Wellness Center

99 Jefferson Road – 1st Floor
Parsippany, NJ 07054

8 a.m. – 4 p.m.

973-739-3518
855-292-0417 FAX

ADP Florham Park Health & Wellness Center

71 Hanover Road
Florham Park, NJ 07932

8 a.m. – 4 p.m.

973-712-3518
855-226-2758 FAX

ADP Alpharetta Health & Wellness Center

5800 Windward Parkway
Alpharetta, GA 30005

7:30 a.m. – 3:30 p.m.

678-319-5909
855-205-3609 FAX

ADP Augusta Health & Wellness Center

1 ADP Drive
Augusta, GA 30909

8 a.m. – 4 p.m.

706-731-2076
855-257-8961 FAX

ADP Elk Grove Village Health & Wellness Center

100 Northwest Point Boulevard
Elk Grove Village, IL 60007

7:30 a.m. – 3:30 p.m.

847-718-3302
855-296-4924 FAX

ADP La Palma Health & Wellness Center

5355 Orangethorpe Avenue
La Palma, CA 90623

7 a.m. – 3:30 p.m.

714-228-4070
855-540-0603 FAX

ADP San Dimas Health & Wellness Center

400 Covina Boulevard
San Dimas, CA 91773

7 a.m. – 3:30 p.m.

909-592-6411 X6334
855-543-5907 FAX

ADP El Paso Health & Wellness Center

1851 North Resler Drive
El Paso, TX 79912

8 a.m. – 4 p.m.

915-832-3601
855-782-7067 FAX