



DEPARTMENT OF  
**HUMAN  
RESOURCES**

## City of Little Rock: Annual Exam Form

**Please return this form to:**

**City of Little Rock**

**Risk Management & Wellness Division**

**500 W. Markham St, Suite 130W, Little Rock, Arkansas 72201**

**Office: (501) 371-4670**

**Fax: (501) 371- 4496**

**Email: [CityOnTheMove@littlerock.gov](mailto:CityOnTheMove@littlerock.gov)**

**Mandatory: Complete before December 15, 2025**

**Penalty: Will be charged \$50 per month until the document is turned in to Human Resources**

Member Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Employer: City of Little Rock

---

The referenced member above completed an Annual Physical Exam on  
(mm/dd/yyyy) \_\_\_\_\_

Physician's/Nurse/Pharmacist Name and Office  
Location/City Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's/Nurse/Pharmacist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

I ( \_\_\_\_\_ ) have completed the City of Little Rock Annual  
Physical Exam.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**See the back to learn how to earn your \$200 incentive money from Cigna!**

---

As a member of the City of Little Rock's group health program, I am required to complete an annual physical exam. The annual physical exam must be completed between January 1, 2024, and December 15, 2025.

### Why do an Annual Physical Exam?

If you do not complete an annual physical exam, you will be charged a \$50 premium for your health insurance until you complete an exam and provide documentation of the exam to Human Resources.

You can earn up to \$200 from your insurance wellness program MotivateMe. By completing any preventative care exam listed below. To see how much incentive money you have earned, create an account at [WWW.MYCIGNA.COM](http://WWW.MYCIGNA.COM)

### What is considered a Preventative Care Exam?

(Please check the box of the exam you are getting today)

- Annual Physical Exam ( 1 per year; age 18+)
- Mammogram (1 per year; age 40 +)
- Colonoscopy (1 every 10 years, age 50+ )
- OB/GYN Exam ( 1 per year; age 13 +)
- Prostate Cancer
- Colon Cancer