

Cancer Care Navigation and Resource Guide





Whether you are considered high risk, facing a difficult diagnosis, in a course of treatment or caring for a loved one with cancer...you're not alone. World Wide Technology (WWT) is here with benefits, resources and support as you navigate a cancer care journey. For more details on the benefits and programs offered, visit the [Self Service Portal](#). You can also visit the [WWT US Benefits Website](#) for additional information on all that's offered.

Physical Wellbeing

Comprehensive Medical Coverage

WWT provides comprehensive medical coverage through our Allegiance health plan (or UHA if you live in Hawaii). The medical plan covers a large portion of your costs, with an out-of-pocket maximum that once you reach, protects you from significant medical expenses. The medical plan also offers case management services, where a nurse will reach out to those diagnosed to talk through a care plan, provide support and answer any questions you may have. Prescription coverage is available through Express Scripts, with specialty medications provided by Accredo.

Nutrition During Treatment

Nutrition is an important part of cancer care. This includes what you eat and potential food reactions you may experience during chemotherapy. For more information, review the American Cancer Society's [Nutrition during treatment guide](#).

Contact Allegiance at 855-999-3893 or visit askallegiance.com for more information, including specific cancer treatments that are covered under the plan. If you live in Hawaii, please contact UHA at 808-532-4000 or go to uhahealth.com for details on coverage.

Cutting Edge Care through Clinical Trials

Through Express Scripts, our prescription drug provider, you have access to the **Clinical Trials Solutions program**. As you navigate a cancer care journey, we want to make sure you have access to cutting edge treatment options, and clinical trials provide an opportunity for quality care while at the same time advancing research towards breakthrough therapies.

If you are a good fit for a clinical trial based on your condition, location and treatment plan, you will receive a communication from the Clinical Trials Solutions program. From there, it is completely up to you if you would like to participate.

Financial Wellbeing

WWT offers tools and resources to help you manage the cost of your care.

Voluntary Benefits (Enrollment Required)	
Cigna Supplemental Hospital Care Insurance <ul style="list-style-type: none">• Provides a cash benefit when you experience a covered hospital stay• Enroll during Open Enrollment each year*	Cigna Supplemental Critical Illness Insurance <ul style="list-style-type: none">• Provides a cash benefit when you are diagnosed with a covered illness• Enroll during Open Enrollment each year*

*The date of the hospital stay or diagnosis must occur while coverage is in force and not prior to being covered. If a hospital stay or diagnosis occurs prior to election of coverage, the condition will not be covered.

Available to all Employees (No Enrollment Required)

Road to Recovery Program

- Provides transportation to and from treatment for people with cancer who do not have a ride or are unable to drive themselves
- Offered through American Cancer Society

Perkspot

- Online store with exclusive deals and discounts for WWT employees

Financial Counseling

- Financial coaches who can help you manage a change in your finances and prepare for a financially secure future
- Provided free through the Employee Assistance Program with code WWT

Basic Life Insurance

- Provided by WWT, at no additional cost to you, at 1.5 times your annual salary

Designating Your Beneficiaries

Be sure to designate or review your beneficiaries for your 401(k) and life insurance. For life insurance, you can do this by visiting [Vantage](#) > Benefits > Manage information > Add New Beneficiary or Edit to change allocations for a specific dependent. For 401(k), visit www.benefits.ml.com. It's important to update both Vantage and Merrill to ensure your life insurance and 401(k) will be paid in accordance with your wishes.



Need Convenient Legal Support?

You have access to a team of top attorneys that can support you with your legal needs through MetLife Legal Plans, a voluntary benefit you can elect during Open Enrollment. With this benefit, network attorneys are available to you in-person, by phone or by email, to help you with a range of legal matters, including preparing trusts, wills and more. To learn more, visit info.legalplans.com and enter access code Legal or call 800-821-6400.

If you aren't enrolled in MetLife Legal Plans, you can take advantage of legal consultation and will preparation services through the [Employee Assistance Program](#).

Emotional Wellbeing

Navigating a cancer care journey can be emotionally exhausting for caregivers and patients. We're here with resources to support you and nurture your emotional and mental health while you or a loved one focus on getting better.

Employee Assistance Program

The Employee Assistance Program (EAP) provides confidential, professional assistance to you and your family for whatever life throws your way. This benefit, provided through Personal Assistance Services (PAS), is offered at no cost to you and your family. Through the EAP, you have access to counselors who can help you navigate a cancer care journey or whatever you may be facing.

In addition to the **free counseling services**, you may find it helpful to take advantage of the EAP's **health coaching** to help you make lifestyle changes to adapt to your health condition, use nutrition and exercise, as appropriate, to improve overall wellbeing and find answers to questions you may have as you navigate your care.

To get started, visit paseap.com and use code WWT when registering or call 800-356-0845. Someone will be available to help 24/7, 365 days a year.

Sharecare

Sharecare partners with WWT to administer the WWT wellness program and provides you access to a virtual platform that helps you manage all your health in one place, including access to programs and personalized insights and ways to help you stay on track. You also have access to **Unwinding by Sharecare** which is a wellbeing program designed to help you better understand how your mind works, reduce stress and build healthy habits.

To get started, register at wwt.sharecare.com. Once you're registered, you'll take the RealAge Test to understand your body's true age. The information you provide will help Sharecare curate a personalized experience with actions you can take to improve your RealAge and wellbeing.

Once you register on the browser, you can download the Sharecare app on Google Play or in the Apple App Store.

Mental Health: Quick Wins

We understand caring for yourself or a loved one with cancer takes time. If you're looking for quick, easy ways to boost your emotional wellbeing, the following apps may be able to help.

- **Rx Well Mental Health Mobile App:** Offers support for stress, anxiety, weight management, healthy eating and more. Plus, it provides behavioral and mindfulness techniques that are easy to incorporate into your daily routine. Download the app from the Apple App Store or Google Play and use code WWT.
- **eMLife Mindfulness Mobile App and Web Platform:** Provides access to live, 14-minute daily mindfulness programs led by experts, live monthly programs and on-demand resources. Download the app from the Apple App Store or Google Play or visit the [web platform](#) with code WWT.

Brightside Virtual Mental Health Resource

Available to adults aged 18 or older enrolled in an Allegiance health plan, this program provides virtual in-network healthcare with expert specialists who can meet with you in as little as 48 hours. For each visit, you will pay a \$15 copay. To get started, take the [free assessment](#) and then meet with your licensed specialist to develop a comprehensive care plan.

If you live in Hawaii, please contact UHA at 808-532-4000 to learn more about the support that is available to you.

Look Good Feel Better Program

This is a non-medical public service program that teaches beauty techniques to people with cancer to help manage the appearance-related side effects of cancer treatment. [Learn more.](#)

Tender Loving Care Program

Provided through the American Cancer Society, this program helps provide affordable wigs, hats, scarves and mastectomy products. [Learn more.](#)



Time Away from Work

If you need to be away from work to take care of yourself or a family member, you have options to help you take the time you need.

Type of Time Away	Overview
Paid Time Off (PTO)	<ul style="list-style-type: none">Available PTO can be used to provide you with income while you're out
Medical Leave	<ul style="list-style-type: none">Provides 100% pay up to six weeks for a serious health conditionApplied in accordance with FMLA and runs concurrentlyAvailable after about 1 year of full-time employment with WWT
FMLA	<ul style="list-style-type: none">Provides up to 12 weeks of unpaid, job-protected leave over a 12-month periodMay take FMLA to care for a family member with a serious health condition or to deal with your own serious health conditionAvailable after about 1 year of employment with WWT (minimum of 1,250 hours)
Long Term Disability	<ul style="list-style-type: none">Provides 60% of your average gross monthly earnings, up to a maximum monthly limitPayments begin after 90 days of disabilityAvailable starting the first day of the month following your start date for full-time employees

Visit [The Leaves of Absence page](#) to learn more about the options available to you.

Tips for Returning to Work

When you feel ready to return to work, here are a few tips to help with a smooth transition:

- Follow up with HR to discuss any accommodations you may need, such as how you can take breaks throughout the day
- Find out what your remote working options are so you have flexibility to keep up with your care and overall health
- Use your resources and colleagues to support you



Caregiver Support

Receiving Support

As a patient, you may have a community of people — family, friends, colleagues, spiritual networks and more — or a single caregiver supporting you. This can be both comforting and overwhelming as it can be hard to think of how to ask for help, or which things can be delegated to someone else. Here are some ways you can involve others in your care and take a few things off your plate so you can stay focused on your care and connected to your network.

Ongoing Care and Recovery	Administrative Tasks	Care for Others
<ul style="list-style-type: none">Managing prescriptions to ensure taken as prescribedMonitoring and supporting rehabilitation exercises and noting progressChecking in on emotional state and knowing when to get help	<ul style="list-style-type: none">Managing appointments (follow-up, scheduling, transportation)Recording and keeping medical records (consider keeping a daily journal online, using sites such as CaringBridge or MyLifeLine)Helping deal with billing and insurance	<ul style="list-style-type: none">Providing community updates and meal needs via online resources, such as CaringBridge or Meal TrainHelping manage childcare and household needs

Giving Support

Caregivers are an essential part of any recovery journey. If you're a caregiver for a loved one, here are a few ways you can help with ongoing care:

- Discuss your role and how you and the patient want to share information and be sure to communicate clearly and often; note some provider's electronic medical record systems allow direct access to family members to view upcoming appointments, visit notes and medications, so discuss if this makes sense for you and your family
- Attend doctor appointments to help take notes, ask questions and monitor follow-ups
- Help manage medications, including making sure they're picked up and taken as prescribed
- Share community updates with close friends and family using tools like [CaringBridge](#) or [Meal Train](#)



As a caregiver, you can also consider putting together a chemo tote bag to help provide comfort, relief and relaxation during treatment. Here are a few potential items to include:

- A fleece throw blanket, fuzzy socks, hat for warmth and comfort
- Hard candy (peppermint, ginger, root beer or lemon flavors) or Queasy Pops or Drops for dry mouth or nausea
- Biotene oral care products and Colgate Wisps for dry mouth
- Fragrance-free moisturizer for dry skin
- Unmedicated, unscented lip balm for dry lips
- Travel packs of tissues for runny noses and tears
- Travel-size hand sanitizer to protect the immune system
- Water bottle (BPA free) to stay hydrated
- Eye masks/ear plugs/neck pillows to help with resting or sleeping
- A journal and pen to write down instructions, questions or thoughts
- Other items such as puzzle books, a deck of cards or an adult coloring book with colored pencils

Talking to Your Doctor

When meeting with your doctors, there will be a lot of information shared, so you may find it helpful to take notes or record all visits on your phone to ensure you remember what was discussed.

During your visits, be sure to ask about:

- Your diagnosis
- Your care plan, including what to expect during and after treatment to regain your strength and overall health
- Medications and possible side effects (what they are, how long they'll last and when to call for medical help)
- How your appearance may be impacted (e.g., hair loss, weight loss/gain)
- What information and/or data your care team will provide throughout your care and how to access it
- What life may look and feel like after treatment
- How your provider will help connect your care across the various providers

Back-up Care and Family Support

Navigating cancer can take time and sometimes you may need to find quick child, elder care or pet support—that's where Bright Horizons comes in. As a company-provided voluntary benefit, it provides full-time employees a low cost access to childcare support 24/7/365. Back-up care consists of unplanned or planned care, in-home or center-based with an extensive nation-wide network of caregivers. If you are in need of transportation for center-based care, Bright Horizons can also connect you with various transportation services to help you get there.

To get started and find care when you need, visit [Bright Horizon's website](#) with username: WWT and password: Benefits4You.

Key Things to Tell Your Doctor

- Who you would like to include in your care decisions, such as a family member or caregiver
- Any special plans or life goals that should be considered when choosing a treatment plan or deciding on the timing for a particular treatment
- Any cultural or religious beliefs that may affect your treatment choices or preferences
- How medical decisions should be made in the event that you're not able to make them yourself (known as advanced directives)

Additional Resources

Beyond the benefits and programs offered at WWT, there are a number of national organizations that can help you and your loved ones as you navigate a cancer care journey.

American Cancer Society: Leading organization in conducting and sharing research to fight cancer.

American Society of Clinical Oncology: Patient support site with information on types of cancer, navigating care, how to cope, research and advocacy and survivorship.

Athena Wisdom Study: Learn more about how you, family and friends can participate in this important study on preventing and detecting breast cancer.

Cancer Care: Provides services for patients and family members, including counseling, support groups, education workshops, publications, financial and co-pay assistance and community programs.

Livestrong: Program offering support services and community programs for cancer survivors, caregivers and loved ones.

National Cancer Institute: The nation's leading cancer research group, offering patients and their loved ones resources and tools for researchers, patients and loved ones.

National Comprehensive Cancer Network: Global network providing providers and patients with the most up-to-date standards in cancer care.

