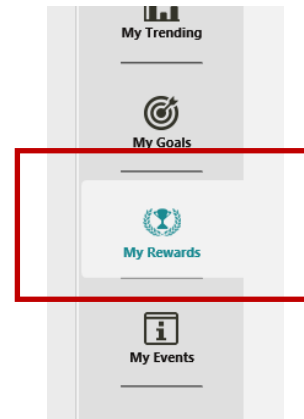


ADDING HRA CREDIT: ONE-ON-ONE

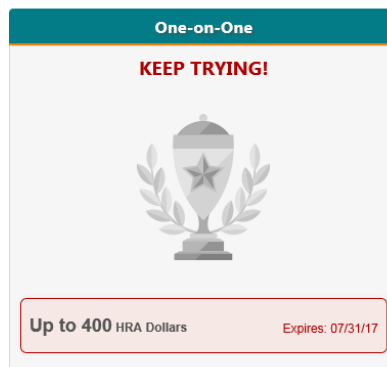
Have you completed activities/events and now you are ready to enter your credit?

If you have completed a visit with a Wellness Coach (In person or Telephonic), MTM, Diabetes Center, Weight Loss Solutions, OneCare, or a personal Financial Advising session, please follow the steps below to enter participation.

- 1 Navigate to the **Rewards** page on the left side menu.



- 2 Locate the tile called "One-on-One".



- 3 Click on the tile to open the tile details.

One this page you can:

- Schedule a Coaching Session
- Enter participation for a visit
- Review the One-on-One flyer by clicking "For more information"

- 4 To enter participation for any of the One-on-One activities, click the "Enter participation information by clicking here" hyperlink.

ONE-ON-ONE

Award Information

Earnable amount: Up to 400 HRA Dollars
Amount Awarded: HRA Dollars

How to Qualify

Complete 2 sessions of the following activities:
Wellness Coach (In Person or Telephonic) [Click Here to sign up for a Coaching Session](#)
MTM/Diabetes visit
Weight Loss Solutions visit
OneCare
Financial Advising
[Enter participation information by clicking here](#)

For more information [click here](#)

Alternative Qualifications

Federal Law requires Employee Wellness to provide an alternative for any employee who has a health condition or disability that makes it unreasonably difficult (or medically inadvisable) to attempt to meet a standard in a wellness program. If you think you might be unable to meet a program standard due to your health status or disability, contact wellness@deaconess.com for alternatives available to you.

5

A calendar appears.

Complete three steps to enter your participation:

1. Select the date you completed your visit.
2. Leave a comment to indicate what type of visit you completed: Wellness Coach, MTM, Diabetes, Weight Loss, or Financial Advising
3. Click Submit

6

Your participation has been recorded.

If your Rewards page does not automatically update, you may need to log out and back in to see the new credit.

Your My Rewards page, will now have a reward calculation for One-on-One. You may earn up to \$400 dollars in this category.

Instructions

Enter the dates of completed session.
Enter description of completed activity in comments field.
If session completed outside of Employee Wellness, complete an "Outside Activity" document and keep for your records - must also add participation dates here.
If using an app or paper journal must be able to provide documentation if requested.

Resources

One-on-One_DRAFT

Participation Details

< JUNE 2017 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Selected Available Participated

COMMENTS

Wellness Coach

Clear Submit

My Rewards		
Name	Reward	Status
Wellness Incentive	1 \$ Premium Reduction	Completed: 07/21/17
One-on-One	25 of 400 HRA Dollars	Completed: 07/24/17
Preventive Care	25 HRA Dollars	Expires: 07/31/17
Physical Activity	50 HRA Dollars	Completed: 07/21/17
Stress Management	25 HRA Dollars	Expires: 07/31/17
Increasing Knowledge	25 HRA Dollars	Expires: 07/31/17
Bundle Program	150 HRA Dollars	Expires: 07/31/17
Series Programs	75 HRA Dollars	Expires: 07/31/17
Totals:		
\$ Premium Reduction		1
HRA Dollars		75

Verification Method:

If your account were to be randomly selected, you must be able to provide proof of verification for all HRA credit. The following would be acceptable for this category:

- Wellness Coach Visit: Employee Wellness can pull completed visit upon request
- Deaconess: MTM, Diabetes Center & Weight Loss Solutions: Completed appointments may be viewed/printed by going to your MyChart account and viewing previous appointments. *Only completed appointments qualify.
- Financial Advising: Have your advisor sign a document with the following information: Name of company, name of advisor with appropriate credentials and date of visit.