

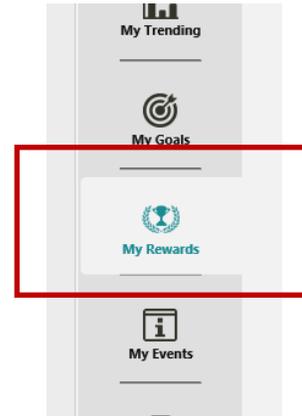


## ADDING HRA CREDIT: PREVENTATIVE CARE

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

If you have completed activities towards the Preventative Care category, please follow the steps below to enter participation.

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

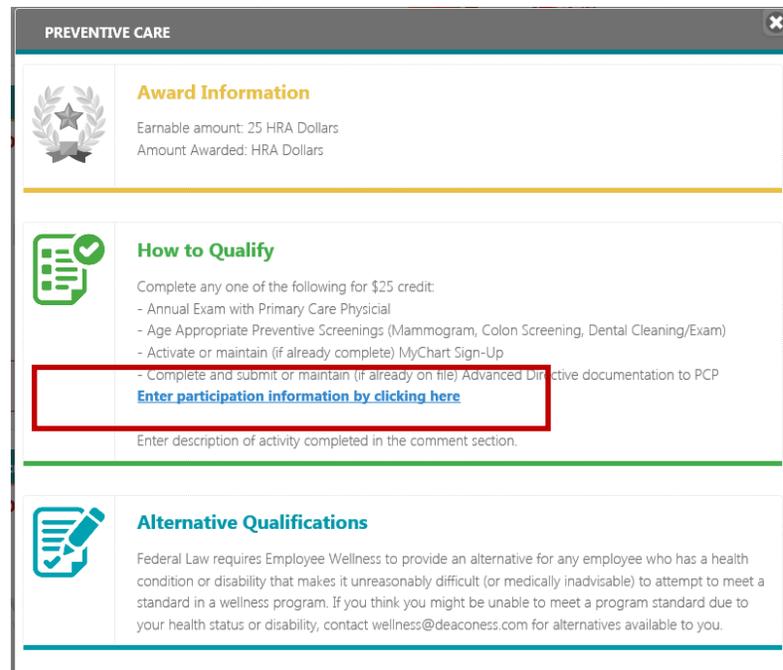


**2** Locate the tile called “Preventative Care”.



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

**4** To enter participation for any of the Preventative Care activities, click the “Enter participation information by click here” hyperlink.



- 5** Complete three steps to enter your participation:
1. Select the date you completed your visit.
  2. Leave a comment to indicate what type of activity you completed: Annual Exam, Preventative Screening, MyChart Activation, or Advanced Directive.
  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 Preventative Care You may earn up to \$400 dollars in this category.

**Instructions**  
 Select date activity was completed.  
 Enter description of activity in the comments field.  
 Note: If activity was completed outside of Epic, must have paper documentation available for proof of completion.

**Participation Details**

**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	Completed: 07/24/17
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
<b>Totals:</b>		
\$ Premium Reduction		1
HRA Dollars		100

**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:

- Annual Exam with Primary Care Provider: Show proof visit was completed. If using Deaconess physician, completed visits may be viewed/printed by going to your MyChart account viewing previous appointments. \*Only completed appointments qualify.
- Preventative Agree Appropriate Screenings: see Annual Exam verification.
- MyChart Sign-Up: Print-out MyChart sign-up with employees name visible.
- Advanced Directive: This must be submitted to your PCP to qualify as completion. Go to your MyChart Account, select Advanced Directive. Documents on file will appear. This indicates the Advanced Directive is complete.