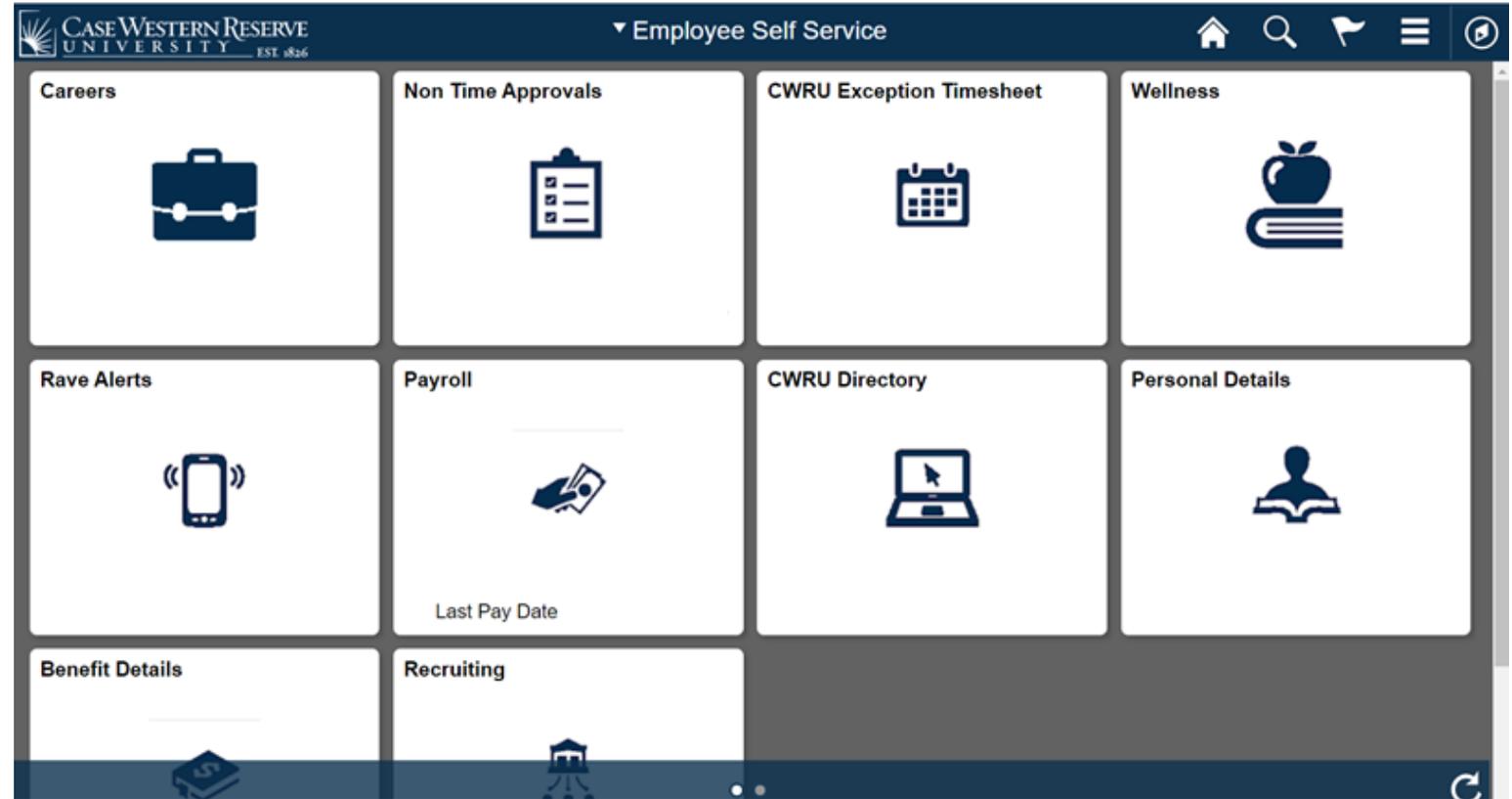


# NEW HCM Wellness Guide

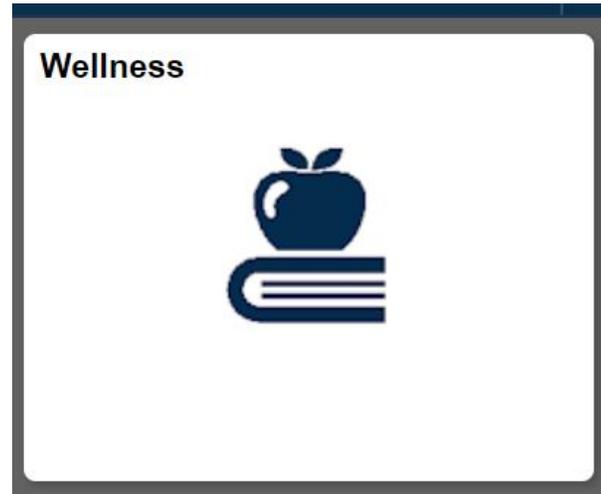
How to Complete your Tobacco Attestation AND  
Primary Care Provider Attestation in HCM.

Log into the  
NEW HCM  
(hcm.case.edu)



Then choose  
"Wellness"

And "Tobacco  
Attestation  
Form."

A screenshot of a web application interface for "CW Wellness". The page title is "Tobacco Attestation". The user's name is "Mary Ann Dobbins" and the employee ID is "1023965". The page contains instructions for the "Tobacco Attestation Form".

**Tobacco Attestation Form Instructions**

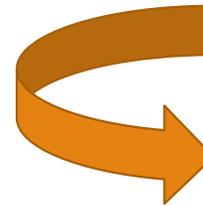
One requirement to be eligible for the annual Wellness Premium Incentive - a \$25 monthly incentive that is available for faculty and staff with medical coverage through CWRU and have completed the three fall wellness activities - is that you must indicate whether or not you currently use tobacco.

The Tobacco Attestation Form requires you to attest to your current tobacco use status by checking one of the buttons below and clicking SAVE.

Note: By clicking SAVE below, you are authorizing your response to be shared with appropriate offices within the University that are responsible for administering benefits, the Wellness program, and the Wellness Premium Incentive.

Failure to accurately attest to your tobacco usage status on the attestation form and/or failure to report the resumption of your tobacco use after completing this attestation will constitute an act of dishonesty, will disqualify you from eligibility for participation in the CWRU Wellness Program and receipt of the Wellness Premium Incentive, and will result in appropriate disciplinary action.

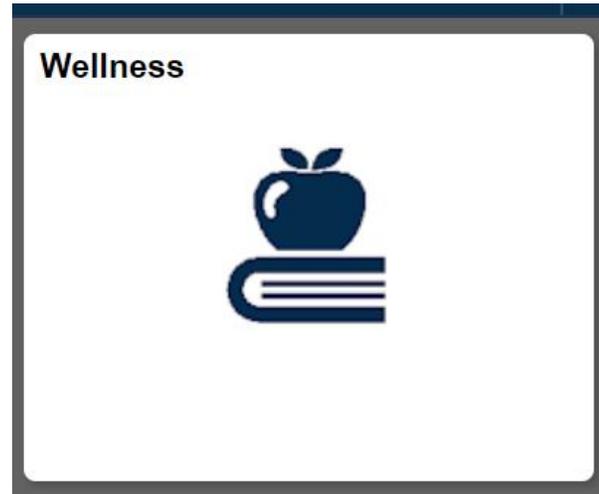
If you are currently a tobacco user, completion of a tobacco cessation program is required prior to you receiving the monthly Wellness Premium Incentive. The University offers a number of different free cessation programs (click [here](#) for full program information). Upon completion of a



Scroll to the bottom of  
the page.  
Certify honestly.  
Hit Save!

Go Back to the  
"Wellness" Tile

And choose  
"Primary Care  
Provider  
Attestation  
Form."

A screenshot of a web portal. The top navigation bar is dark blue with "Employee Self Service" on the left and "CW Wellness" on the right. A sidebar on the left contains a list of menu items: "Tobacco Attestation Form", "PCP Attestation Form" (highlighted in green), "Wellness Summary", and "Wellness Program Participation" (highlighted in yellow). The main content area has a heading "The Primary Care Provider Form:" followed by a paragraph of text and a bulleted list of options. At the bottom, there is a footnote defining a Primary Care Provider (PCP).

**The Primary Care Provider Form:**

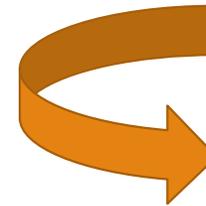
Benefits-eligible faculty and staff interested in receiving the \$25 monthly Wellness Incentive in 2021 will need to use one of the university's medical plans and complete the Health Risk Assessment along with two of these three activities within our fall engagement period (Sept. 1, 2020 - Nov. 30, 2020):

- Biometric Screening through Quest Diagnostics, Inc. or
- Tobacco Attestation Form (in HCM) or
- Primary Care Provider Attestation Form (in HCM)

Numerous benefits are associated with having a primary care provider (PCP). Not only do regular visits with a PCP encourage preventive exam compliance (e.g., colonoscopy, mammograms, etc.), but they also lead to increased rates of necessary immunizations.

By completing this form, you are confirming that you have a Primary Care Provider (PCP)\* and have met with that professional at least once in the past year for a health care appointment or have an upcoming appointment with your PCP in 2020. Please click on the box below for confirmation.

\*A Primary Care Provider (PCP) is defined as a physician (M.D. - Medical Doctor or D.O. - Doctor of Osteopathic Medicine) or nurse practitioner (N.P.), or physician assistant (P.A.) that takes care of the health care needs of patients and/or helps coordinate care and provides access to specialist services for patients. PCPs are seen for undiagnosed conditions as well as chronic and major health...



Scroll to the bottom of  
the page.  
Certify honestly.  
Hit Save!

Verify that your forms are complete on the "Wellness Summary" page.

The screenshot displays the CW Wellness Employee Self Service interface. The left sidebar contains a menu with three items: "Tobacco Attestation Form", "Wellness Summary" (highlighted with a red oval), and "Wellness Program Participation". The main content area is titled "Wellness Information Summary" and includes a "Benefit Year" dropdown set to "2020". Below this, there are three sections: "Wellness Premium Incentive Information", "Wellness Program Participation Incentive Information", and a note about the incentive payment. The "Wellness Premium Incentive Information" section lists three completed items: "Completed Health Risk Assessment" (received on 08/16/2019), "Completed Biometric Screening" (received on 11/01/2019), and "Completed Tobacco Attestation". The "Wellness Program Participation Incentive Information" section lists five categories, each with a checkbox and the status "certified on": "Weight Management OR Nutrition incentive", "Physical Activity incentive", "Stress Management incentive", "Tobacco Cessation incentive", and "Financial incentive".

Employee Self Service CW Wellness

New Window | Help | Personalize Page

Current Benefit Year | Prior Benefit Year

### Wellness Information Summary

Benefit Year 2020

#### Wellness Premium Incentive Information

Completed Health Risk Assessment:  received on 08/16/2019  
Completed Biometric Screening:  received on 11/01/2019  
Completed Tobacco Attestation:

NON-TOBACCO USER, choice made on 08/01/2019

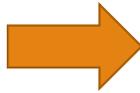
#### Wellness Program Participation Incentive Information

*The Wellness Program Incentive will be paid for a maximum of two completed program categories; the incentive payments (1 for \$100 or 2 for \$200) will be payable in the last paycheck of the calendar year.*

Weight Management OR Nutrition incentive: <input type="checkbox"/>	certified on
Physical Activity incentive: <input type="checkbox"/>	certified on
Stress Management incentive: <input type="checkbox"/>	certified on
Tobacco Cessation incentive: <input type="checkbox"/>	certified on
Financial incentive: <input type="checkbox"/>	certified on

Remember  
you attest in  
the fall, so that  
you are a  
Wellness  
Participant the  
following year!

**Notice!**  
Wellness  
Premium  
Incentive  
activities  
completed in  
fall of 2019 for  
Benefit Year  
2020



The screenshot shows the 'CW Wellness' interface under 'Employee Self Service'. The left sidebar lists 'Tobacco Attestation Form', 'PCP Attestation Form', 'Wellness Summary' (highlighted in green), and 'Wellness Program Participation'. The main content area shows the 'Wellness Information Summary' for 'Benefit Year 2020'. The 'Current Benefit Year' tab is circled in red. Below, the 'Wellness Premium Incentive Information' section lists three items: 'Completed Health Risk Assessment' (received on 08/16/2019), 'Completed Biometric Screening' (received on 11/01/2019), and 'Completed Tobacco Attestation'. The 'received on' dates are circled in red. At the bottom, it states 'NON-TOBACCO USER, choice made on 08/01/2019'.