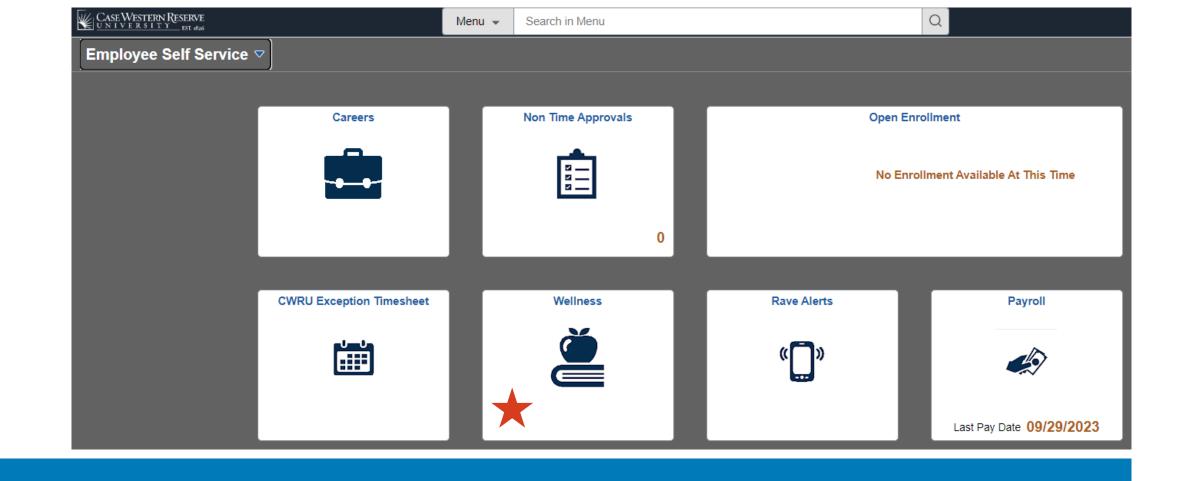
HCM Wellness Guide

How to attest to Wellness Program completion in HCM



CASE WESTERN RESERVE UNIVERSITY



Log into HCM (hcm.case.edu)

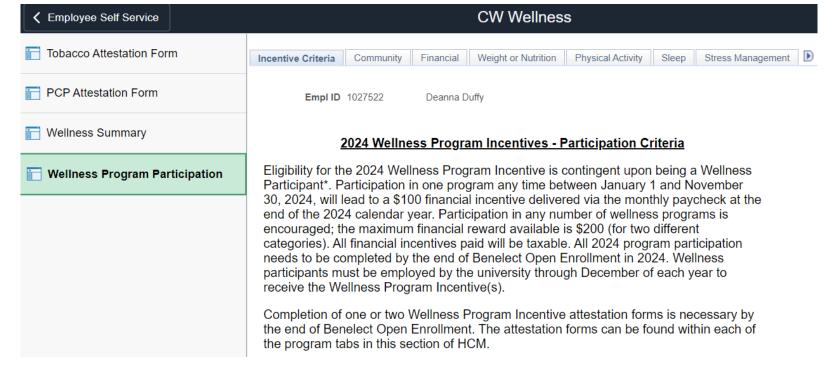
Select the "Wellness" tile

Then "Wellness Program Participation"



Navigate to the tab representing the program category of the series you completed





Read the information to ensure you've met the criteria. Then, certify and save

Wellness Program Incentive Attestation Form - Financial

All program participation and this attestation form needs to be completed by the end of the Benelect Open Enrollment period. Failure to accurately attest to your program participation status on this form will constitute an act of dishonesty, will disqualify you from eligibility for participation in the CWRU Wellness Program Participation Incentive and monthly Wellness Incentive opportunity, and will result in appropriate disciplinary action.

I attest that I have satisfied all requirements for the Financial Program Incentive and am entitled to receipt of \$100.

I further certify that I have documented the foregoing participation, as required and provided for in the Program Participation Incentive descriptions, by way of:

Certify honestly



- participation in an on-site or off-site organized finance program that maintains participation records available for review upon request; or
- completion of a program that meets the Reasonable Alternative Standard as confirmed by written pre-approval of the CWRU Medical Director.

Notice of Reasonable Alternative Standard: If a medical condition makes it unreasonably difficult for you to achieve the standards for the incentive under this program, or if it is medically inadvisable as determined by your physician or health care provider for you to attempt to achieve the standards for the incentive under this program, contact erc10@case.edu to request a reasonable alternative standard, and we will work with you to provide another way to qualify for the incentive. Recommendations of your physician or health care provider will be considered and accommodated in developing an alternative standard that is reasonable in light of your health status

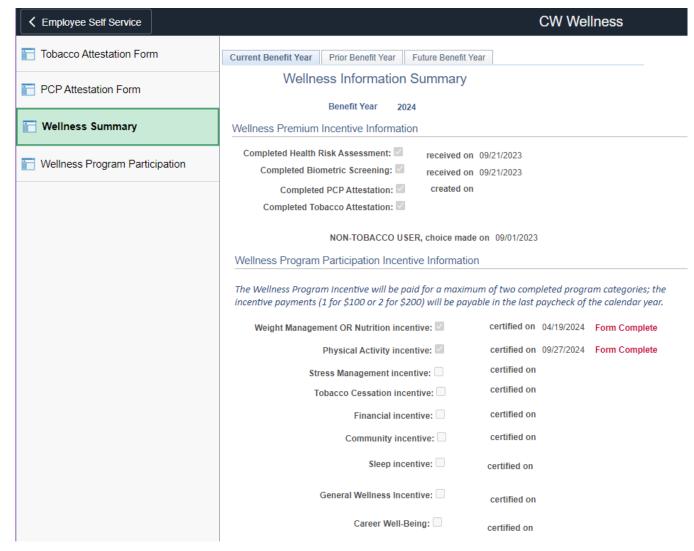
Be sure to click "Save"





Make sure to look at the "Current Benefit Year" tab

Verify that your attestation is complete on the "Wellness Summary" page



You will see a check mark and "Form Complete" next to the program category for which you attested

