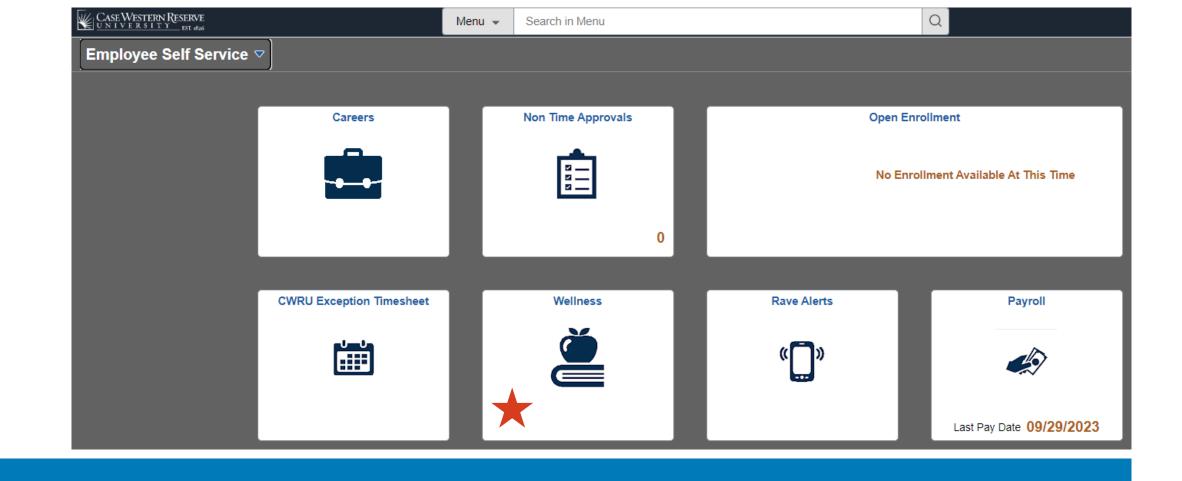
### **HCM Wellness Guide**

How to attest to Wellness Program completion in HCM



# CASE WESTERN RESERVE UNIVERSITY



## Log into HCM (hcm.case.edu)

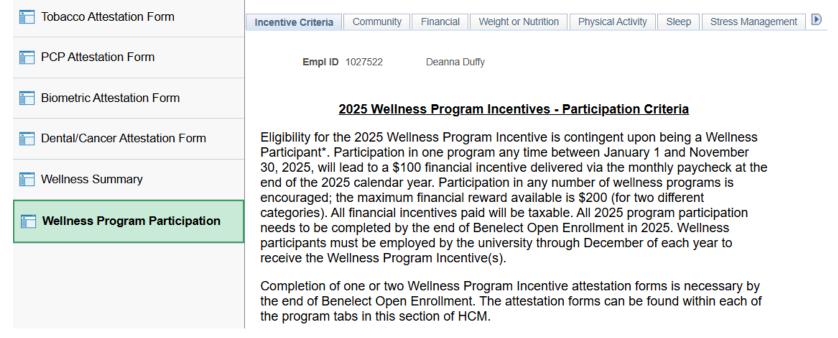
# Select the "Wellness" tile

# 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 <a href="mailto:erc10@case.edu">erc10@case.edu</a> 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

Tobacco Attestation Form	Current Benefit Year Prior Benefit Year Future Benefit Year	
	Wellness Information Summary	
PCP Attestation Form	Benefit Year 2025	
	Wellness Premium Incentive Information	
Biometric Attestation Form	Completed Health Risk Assessment:	received on 10/03/2024
Double VCon and Attendation Forms	Completed Biometric Screening Attestation:	created on 10/24/2024
Dental/Cancer Attestation Form	Completed PCP Attestation:	created on 09/04/2024
	Completed Dental CheckUp and/or Cancer Screening Attestation:	created on
Weiniess duminary	Completed Tobacco Attestation:	
Wellness Program Participation	NON-TOBACCO USER, choice made on 09/04/2024	
	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:  certified on	
	Physical Activity Incentive: certified on	Form Complete 04/01/2025
	Stress Management Incentive: Certified on	Form Complete 08/20/2025
	Tobacco Cessation Incentive: certified on	
	Financial Incentive: certified on	
	Community Incentive: certified on	
	Sleep Incentive: Certified on	
	General Wellness Incentive: Certified on	
	Career Well-Being Incentive: Certified on	

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

