

# LivingWell Promise how-to: Schedule a Health Assessment event

The LivingWell Promise for 2016 requires planholders to complete either a HumanaVitality Health Assessment or a Vitality Check (biometric screening).

**Scheduling a worksite Health Assessment day is a great way to engage your employees and make it convenient for them to fulfill their LivingWell Promise.**

## **It only takes a few easy steps:**

1. Contact your HumanaVitality rep (see the attached map) to set up a worksite Health Assessment Day. Your rep will need a space with computer access (either computer lab or library). Your rep will be able to assist members with ID and password resets.
2. Provide your HumanaVitality rep the attached "Initial Information Form." This form provides the necessary information regarding the location, estimated participation, times and date for event(s) so the rep can coordinate based on your needs.



Please contact your HumanaVitality rep soon – it could take up to four weeks to schedule an onsite event and the May 1 deadline will be here soon!

For individual member questions or concerns regarding their account, please have your employees call 855-478-1623 (not your HumanaVitality rep).

**Thanks for your support and please let us know if you have any questions!**



LivingWell.ky.gov



**KEHP LivingWell Promise event  
Initial Information Form**

Event Locations – Estimated Participants	Site Location # 1
Location Name	
Location Address	
City	
State	
Zip Code	
Contact Name	
Contact Phone Number	
Contact Email	
Event Date	
Start Time	
End Time	
# of Eligible EE's	
Estimated % of Participation	
<b># Estimated Participants (minimum 20)</b>	
<b>Sign Up: Online or Paper Based</b>	
Comments and/or Additional Information	

