

# LivingWell Promise how-to: Schedule a Vitality Check event

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

**Scheduling a worksite Vitality Check 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 local Health Dept, if you are familiar with a contact already, or your HumanaVitality rep (see the attached map) to assist with setup onsite.

2. If reaching out to your rep, provide 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<br/>(minimum 20)</b> |                   |
| <b>Sign Up: Online or Paper Based</b>            |                   |
| Comments and/or Additional Information           |                   |

