



## WVU Medicine Employees Can Participate in the Key Rewards Program through MyWVUChart

WVU Medicine employees must complete the Wellness Consent and Tobacco Affidavit for Plan Year 2018 Wellness Screenings through [MyWVUChart](#). The MOST RECENT biometric values of employees completing this step will be AUTOMATICALLY COLLECTED including:

- **Height, Weight, and Blood Pressure** (must be taken between January 1 - November 10, 2017)
- **Lipid Panel and Glucose** (must be taken between January 1 - November 10, 2017)
- Any values taken after November 10 will NOT BE AUTOMATICALLY COLLECTED for wellness screenings.
- Employees and covered spouses of Union employees who want a different documented value (or values) than the most recent value (or values) pulled for wellness screenings, must submit value (or values) to the Wellness Center before November 10.
- Employees and covered spouses of Union employees with values captured outside of WVU Medicine must submit a physical copy to the Wellness Center due to these values not being automatically collected.

### How to participate in the Key Rewards Program through MyWVUChart:

1. Login to your MyWVUChart account: <https://mywvuchart.com/MyChart/>. If you do not have an account, click on the "**Sign Up Now**" tab and then click on "**Contact Us To Register**" tab at the bottom to request an activation code.
2. Once logged in, navigate to the "**My Medical Record**" tab on the top of the page. A drop down menu should appear. On this menu, click on "**Questionnaires**" to continue.
3. Click on the questionnaire labeled "**Wellness Participation**" and you will be asked if you want to participate in the Key Rewards program. Click "**Yes**" to continue or "**No**" to exit.
4. You will then be prompted to read the Wellness Consent. After reviewing the consent, you will need to electronically sign it by typing your name (first and last name) in the box that is provided.
5. Next, you will answer the Tobacco Affidavit (for employee and covered spouse) and questions about your physical activity level. Once you have answered all the questions, you can review your responses.
6. Click on "**Submit Questionnaire**" to complete the Wellness Participation questionnaire.

If you have any questions contact the Wellness Center at 304-293-2520 or [wellnesscenter@hsc.wvu.edu](mailto:wellnesscenter@hsc.wvu.edu).