

How to submit your Champion Verification Form for Incentive Credit:

Step 1: Log into your [Total Health Portal](#) with your Atrium Health username and password. Click on 'Personal Well-Being' from the left-hand navigation menu. On the next page, click the 'LiveWELL/Compassion Champion' icon. Follow the question prompt to enter your information and submit your verification form.

Note: To receive your incentive, make sure you have completed the Health Survey, located in the 'Assess Well-Being' page from your left-hand navigation menu.








The screenshot shows the left-hand navigation menu with the following items: My Dashboard, Assess Well-Being, Physical Well-Being, Financial Well-Being, Personal Well-Being, Schedule Coach, My Rewards, and Stress Management. A blue arrow points from the 'Personal Well-Being' menu item to the right-hand content area. The content area has a teal header 'Get Started!' and text: 'Click Here for information on becoming a LiveWELL or Compassion Champion and the required activities for your reward.' Below this is another teal header: 'Completed your incentive requirements as a LiveWELL or Compassion Champion?' followed by text: 'Click Here, answer the questions, and click Submit to claim your Personal Incentive reward!' and a note: 'Note: Be sure to click the Submit button at the bottom of the survey when questions are completed, and verify your reward is in place within 24 hours.'

Step 2: The LiveWELL Champion and/or Compassion Champion activities with your department/team must have taken place between January 1, 2020 through the current date. Enter your location/department. If you are both a LiveWELL Champion and Compassion Champion select both, otherwise, designate which Champion you are entering credit for.

The screenshot shows the 'CUSTOM SURVEY' form for 'LiveWELL Champion'. The form includes a teal header 'CUSTOM SURVEY' and the title 'LiveWELL Champion'. Below the title, it says 'Questions denoted with * are required'. The main text reads: 'Complete this form when your activity for this incentive is completed, not before. This declaration of completed activity will be verified on a random basis. If found to be untrue, there will be consequences including immediate cancellation of your LiveWELL Incentive. Activities must be completed in the current year (2020). *'. There is a checkbox labeled 'I acknowledge that the activity I am reporting is completed.' followed by the question 'What is your specific location/department? Ex. CMC - 10A *'. Below this is a text input field with the placeholder 'Please, start typing here.'. Another question asks 'Which Champion type have you completed all required activities for? *' with radio button options for 'LiveWELL Champion', 'Compassion Champion', and 'Both'. At the bottom, it asks 'What activities did you complete as a LiveWELL Champion? At least 3 required. Select N/A if you only completed Compassion Champion activities. *'. A blue arrow points to the location/department question.

Step 3: Enter which activities you have competed as a LiveWELL and/or Compassion Champion. You must select something in each box.

Note: If you are entering credit for a Compassion Champion only, select N/A in the LiveWELL Champion box, then select the appropriate Compassion Champion activity.

 My Dashboard	What activities did you complete as a LiveWELL Champion? At least 3 required. Select N/A if you only completed Compassion Champion activities. *
 Assess Well-Being	<input type="checkbox"/> Informed department of LiveWELL Updates
 Physical Well-Being	<input type="checkbox"/> Created a LiveWELL event for your team
 Financial Well-Being	<input type="checkbox"/> Attended a monthly LiveWELL Champion webinar
 Personal Well-Being	<input type="checkbox"/> Encouraged healthy catering guidelines for your department
 Schedule Coach	<input type="checkbox"/> Joined an participated in the LiveWELL Champion Yammer group
 My Rewards	<input type="checkbox"/> Created and updated a LiveWELL bulletin board in your unit
	<input type="checkbox"/> N/A
	What activities did you complete as a Compassion Champion? At least 1 required. Select N/A if you only completed LiveWELL Champion activities. *
	<input type="checkbox"/> Completed at least 3 Code Lavender Activities for my team
	<input type="checkbox"/> Completed at least 1 shift as a Compassion Catalyst
	<input type="checkbox"/> N/A

Step 4: Please answer the last two questions then be sure to click submit. You should see the credit for Personal Well-Being (if you have completed your health survey) within 24 hours. Check your portal, in the 'My Dashboard,' to see if your green check has appeared.