Individual Action Plan Help Guide



Stress Management

Wellness Assessment + 10 phases over 10 weeks + 50 planner entries = Gold

Flexible to meet you where you are

Since the Healthy IncentivesSM Program began, employees have improved their health in 12 out of 14 areas and the county has spent \$18 million less than expected on health care costs. Clearly, a lot of us are working hard to improve our health and maintain healthy habits. The WebMD planners are designed to meet you where you are. The most advanced exerciser can build a challenging program or the daily walker can keep you on track.



Evidence based approach

The format of the WebMD Individual Action Plans is based on the best scientific research about how healthy behaviors are created and maintained. Following this format of learning about fitness, nutrition and stress management and then tracking your activity in each of these areas will put you on the road to good health.

Format



10 Phases:

Phases are educational readings in the area you have chosen to focus (exercise, nutrition, stress management or weight management). The program paces you by allowing you to complete only one phase per week. To finish by the June 30, 2010 deadline you need to start by April 20, 2010.

7 Steps per phase: To make the educational readings easily digestible, each phase is broken down into 7 steps, which are like pages. The final step is a quick knowledge retention quiz. Depending on how fast you read, it takes 5 to 10 minutes to complete all 7 steps in a phase.

50 Planner entries: In addition to the reading, you will also track your activity in a planner. You get credit for each entry you make and 50 entries fulfill the requirements of the program. After you have set up the planner, it takes only seconds to make an entry.

Optional journaling: If you choose, you can use the optional journaling feature to keep track of your successes and challenges along the road to gold. But, journaling is not a requirement for earning gold.

Planners



You can use any one planner or combination of planners to complete you individual action plan, but each WebMD Lifestyle Improvement Program is automatically associated with a specific planner as shown below:

- Exercise Lifestyle Improvement Program
 Walking OR Exercise
- Weight Management Lifestyle Improvement Program – Nutrition AND Exercise
- Stress Management Lifestyle Improvement Program – Stress Management
- Nutrition Lifestyle Improvement Program
 Nutrition

You can enter several days of activity at a time. You can enter activity you have done in the past, but not activity you are planning to do in the future. You get credit for each entry you make. For example, if you enroll in the Weight Management Program, you get one credit for an entry in the exercise planner and one credit for an entry in the nutrition planner for a total of two





Health Topics ▼ Home

Living Healthy ▼ King County Links▼

My Message Center

" You have 1 new message!

Step 1 - Take the WAQ

Wellness Assessment **Questionnaire**

Step 2 - After you Complete your WAQ then Complete an Action Plan

My Individual Action Plan Confirmation

Jump To:

Exercise Program "Nutrition Program

Stress Mgmt Program

Weight Mgmt Program

Step 3 - Healthy Incentive Rewards

What is my Benefit Status?

My Records and Information

Health Topics

WebMD Symptom Checker

Health Management **Centers**

Health Record

Health Trackers

Calendar

WebMD Newsletters

* Receive a Free WebMD Email Newsletter



You're almost there. Get rewarded for better health.

Now that you've completed the Wellness Assessment, just finish your Individual Action Plan by June 30, 2010, and you'll earn the gold out-of-pocket expense level for 2011. Check the Rewards Page to view your status.

Go to my Individual Action Plan from WebMD now.

Your personal home page

1. To confirm your Individual Action Plan selection use the link at the top of the page or in the left navigation bar.

2. To go to your Individual Action Plan select it from the left hand navigation bar.

My Health Guide

Recommendations based on your health profile:

Getting Started

- Swine Flu (CDC)
- . Go To Health Record
- . Take or Update the Women's Health Assessment
- Message Center
- Swine Flu FAQ

News For You

Food Recall Hits Big Chain Stores

Listeria contamination has led Parkers Farm Inc. to recall peanut butter, cheese, salsa, and other foods from a long list of major food retailers.

Recently Visited Pages

- . WebMD Lifestyle Improvement Program: Nutrition
- Lifestyle Improvement Programs
- · Wellness Assessment Questionnaire

Topics of Interest

Add Interests

Coaching

A WebMD Health Coach health goals or offer su action plans. If you wo expertise of a health co 1-866-584-6813.

Rewards

What is your Healthy In

Check the Healthy Ince next steps and verify t towards your out-of-po

In Focus - WebMD®

New Mammogram Se

The U.S. Preventive S that women who aren' getting mammograms a previously recommend the new mammogram

See Full Article





Lifestyle Improvement Program home page

1. Get to your Stress Management Phase by clicking on the "Next Steps" link from the Lifestyle Improvement Program home page.

2. Change your Individual Action Plan selection or set up another Planner by selecting from the "More Lifestyle Improvement Programs" links.

Health Topics ▼

Living Healthy ▼

King County Links ▼



Lifestyle Improvement Programs: Home

Learn more about making better choices for a healthier future. The readings and planners provide practical informations are provided in the provided practical provided in the provided practical practical provided practical

Secure Messages (<u>1 new</u>) Bewards check status

- **☑** Lifestyle Programs Home
- **Exercise Overview**
- Nutrition Overview
- Stress Management Overview
- Weight Management
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 Weight Management
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 Overview

Your Planners



Next Steps

stageuattestf30, find links below to the next readings for your selected Lifestyle Improvement Program.

Stress Management: Phase 1, Step 1

More Lifestyle Improvement Programs

The programs below offer practical information and tools for improved health and a healthier lifestyle. Consider if any might be right for you.

- Nutrition
- Weight Management
- Exercise

Commit to Health

Increased public awareness and positive individual actions with regards to tobacco use, lack of exercise, poor nutrition, stress, weight problems, and mood have resulted in a significant reduction in heart disease and cancer rates over the last 10 years. You can be a part of this trend, too. Make the commitment to lifestyle improvements today. All of the Lifestyle Improvement Programs contain valuable information in a simple step-wise format to help you achieve the results you desire!

Act Now to Reduce Your Risks

The Centers for Disease Control and Prevention include smoking, lack of exercise, poor nutrition, stress, overweight, and depression at the top of the list for risk factors that cause major chronic diseases, such as heart disease, diabetes, and cancer. Act now to stay healthy. Reduce these risks with the Lifestyle Improvement Programs.





Health Topics ▼

Living Healthy ▼

King County Links ▼



Lifestyle Improvement Program

Stress Management

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-

Secure Messages (<u>1 new</u>) 🖹 Rewards <u>check status</u>

Lifestyle Programs

✓ Stress Management Readings

- Phase 1: Stress Basics
- Phase 2: Mental
- Phase 3: Physical
- Phase 4: Lifestyle
- Phase 5: Workplace
- Phase 6: Household
- Phase 7: Family Stress ■ Phase 8: Stress-free
- Phase 9: Stress-free
- Phase 10: Less
- Program Evaluation ■ Program Resources
- **≥** Stress Planner

≥ Journal Archive

Phase 1: Stress Basics

Step 1: What is stress?

We know what situations cause us to feel stressed, such as deadlines, overdue bills, and noisy neighbors. We know how stress makes us feel. We may become anxious, break out in a sweat, or develop a headache or upset stomach.

However, even though we often talk about "being stressed," we rarely think about what stress really is. Stress occurs when a situation or event in our environment challenges our ability to respond to it.

Stress doesn't always result from unpleasant events, nor is it always bad for you. Many situations, such as getting married or being in a beautiful vacation setting, can be stressful. A little bit of stress can keep you motivated and active But stress that happens too often or lasts too long can be harmful.

Stress: Responses vary

Stress is like pain in that there is tremendous variation in individual responses. For some people, buying milk is incredibly stressful, while others seem to thrive on large amounts of daily stress. Where you fit on that scale can change.

And you can adjust your life to produce less stress and find new ways to cope and better manage stress. This program will help you learn how to do just that.

Stress: Sometimes quick, sometimes long-lasting

Stress can also affect you differently depending on the situation.

- · Acute stress comes from a short-term event like trying to meet a deadline you'd forgotten about.
- · Episodic acute stress results when people's lives are hectic or disorganized, and they frequently have to cope with stressful demands.
- . Chronic stress is the result of having to deal with a long, difficult situation that you can't seem to escape. Examples might be large debts, unhappy marriages, or painful memories from childhood.
- Post-traumatic stress disorder is a condition that can develop after you experience profound emotional trauma.

Journaling - a powerful tool

During this program, you'll be asked to keep an online journal. A journal is a powerful tool for change. You can use it to keep track of the problems that are causing you stress and explore some methods of stress management. You'll learn more about journaling in Phase 2, Step 1.

The goal of stress management is not to get rid of all stress. The goal is to find just the right amount of stress that keeps you moving and motivated, but doesn't overwhelm you.

For today...

• Click the 'Stress Planner' navigation button and update your Stress Planner. You can use the planner to track your daily stress levels, as well as record the stress management techniques you use each day.

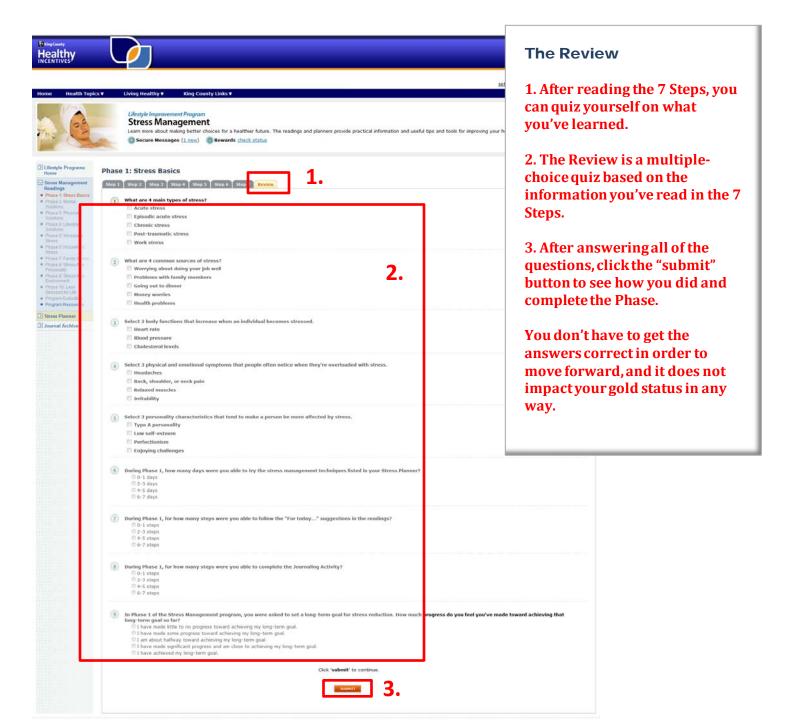


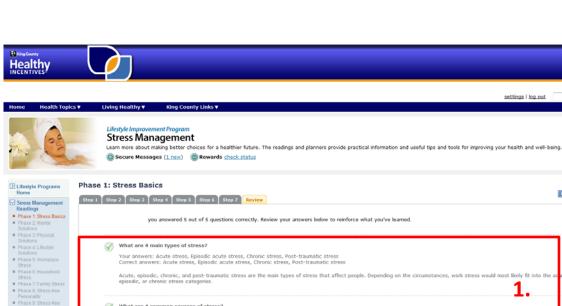


Completing Phases and Steps

To complete your individual action plan, you need to do 10 Phases over 10 weeks.

- 1. Each Phase includes 7 readings and a review. You can only advance 1 Phase per week..
- 2. Each Step is a brief, informative reading with a review at the end.
- 3. Journaling is optional if you want to keep track of your successes and challenges along the way.
- 4. The links on the left give you quick access to vour Planner at anytime.
- 5. Advance to the next step by clicking the "Go to the next Step" button.





Phase 10: Less

■ Program Resources

Stress Planner S Journal Archive Phase 1: Stress Basics

you answered 5 out of 5 questions correctly. Review your answers below to reinforce what you've learned.

Your answers: Acute stress, Episodic acute stress, Chronic stress, Post-traumatic stress Correct answers: Acute stress, Episodic acute stress, Chronic stress, Post-traumatic stress

Acute, episodic, chronic, and post-traumatic stress are the main types of stress that affect people. Depending on the circumstances, work stress would most likely fit into the acute, episodic, or chronic stress categories.

What are 4 common sources of stress?

King County Links ▼

Your answers: Worrying about doing your job well, Problems with family members, Money worries, Health problems Correct answers: Worrying about doing your job well, Problems with family members, Money worries, Health problems

Other common sources of stress are having too much work responsibility, not having enough time, legal problems, death of loved ones, health problems, and problems with relation

Select 2 body functions that increase when an individual becomes stressed.

Your answers: Heart rate, Blood pressure Correct answers: Heart rate, Blood pressure

Other body functions that change due to stress include breathing more rapidly or holding your breath.

Select 3 physical and emotional symptoms that people often notice when they're overloaded with stress.

Your answers: Headaches, Back, shoulder, or neck pain, Irritability Correct answers: Headaches, Back, shoulder, or neck pain, Irritability

People experience a wide range of physical and emotional symptoms of stress. Other symptoms include rapid breathing or holding the breath, flushed face, digestive problems, sw aty or cold hands, clenched jaw, fatigue and trouble sleeping, weight gain or loss, skin break-outs, catching colds or flu, anxiety, depression, anger, difficulty concentrating, decreased ateres one's surroundings, and mood swings.

Select 3 personality characteristics that tend to make a person be more affected by stress.

Your answers: Type A personality, Low self-esteem, Perfectionism Correct answers: Type A personality, Low self-esteem, Perfectionism

Additionally, feeling that their lives are controlled by outside forces can also make people more easily affected by stress. Those who enjoy challenges and look for adventure seen to be

During Phase 1, how many days were you able to try the stress management techniques listed in your Stress Planner?

Your answer: 6-7 days

During Phase 1, for how many steps were you able to follow the "For today..." suggestions in the readings?

During Phase 1, for how many steps were you able to complete the Journaling Activity?

🗻 In Phase 1 of the Stress Management program, you were asked to set a long-term goal for stress reduction. How much progress do you feel you've made toward at pleving

Your answer: I have made some progress toward achieving my long-term goal.

Congratulations!

settings | log out

PRINT

You have completed Phase 1 of 10.

- 1. The correct answers are here to reinforce what you read in the Steps.
- 2. Click this button to continue on to the next Phase.

Remember:

- 1 Phase = 7 Steps and 1 Review.
- •Only 1 Phase per week.
- You must complete all 10 Phases by June 30, 2010.
- You must complete 50 Planner entries by June 30, 2010.



Accessing your Planner





Accessing your Planner

1. Get to the stress management individual action plan by selecting it from the left navigation bar.

Health Topics ▼ Home

My Message Center " You have 1 new message!

Step 1 - Take the WAQ

Wellness Assessment Questionnaire

Step 2 - After you **Complete your WAQ** then Complete an **Action Plan**

My Individual Action Plan Confirmation

Jump To:

Exercise Program

Stress Mgmt Program

"Weight Mgmt Program

Step 3 - Healthy **Incentive Rewards**

What is my Benefit Status?

My Records and Information

"Health Topics

WebMD Symptom Checker Health Management

Centers Health Record

Health Trackers

Calendar

WebMD Newsletters

* Receive a Free WebMD Email Newsletter

Living Healthy ▼ King County Links▼



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Recommendations based on your health profile:

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- . Go To Health Record
- . Take or Update the Women's Health Assessment
- Message Center
- Swine Flu FAQ

News For You

Food Recall Hits Big Chain Stores

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Recently Visited Pages

- . WebMD Lifestyle Improvement Program: Nutrition
- Lifestyle Improvement Programs
- Wellness Assessment Questionnaire

Topics of Interest

Add Interests

Coaching

A WebMD Health Coach health goals or offer su action plans. If you wo expertise of a health co 1-866-584-6813.

Rewards

What is your Healthy Ir

Check the Healthy Ince next steps and verify t towards your out-of-po

In Focus - WebMD®

New Mammogram Se

The U.S. Preventive S that women who aren' getting mammograms : previously recommend the new mammogram

See Full Article





Accessing your Planner

1. Access your Planner by selecting it from the icons in the box labeled "Your Planners".



Health Topics ▼

Living Healthy ▼

King County Links ▼



Lifestyle Improvement Programs: Home

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.



- **☑** Lifestyle Programs Home
- Exercise Overview
- Nutrition Overview
- Stress Management Overview
- Weight Management
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 Weight Management
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 Overview

Your Planners



Next Steps

stageuattestf30, find links below to the next readings for your selected Lifestyle Improvement Program.

* Stress Management: Phase 1, Step 1

More Lifestyle Improvement Programs

The programs below offer practical information and tools for improved health and a healthier lifestyle. Consider if any might be right for you.

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- Weight Management
- Exercise

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Increased public awareness and positive individual actions with regards to tobacco use, lack of exercise, poor nutrition, stress, weight problems, and mood have resulted in a significant reduction in heart disease and cancer rates over the last 10 years. You can be a part of this trend, too. Make the commitment to lifestyle improvements today. All of the Lifestyle Improvement Programs contain valuable information in a simple step-wise format to help you achieve the results you desire!

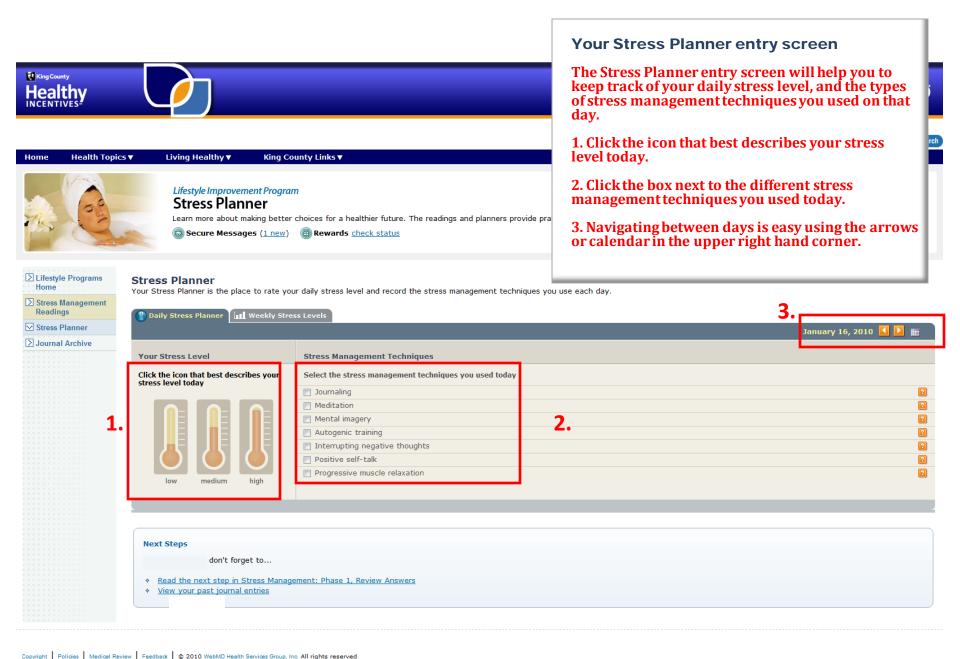
Act Now to Reduce Your Risks

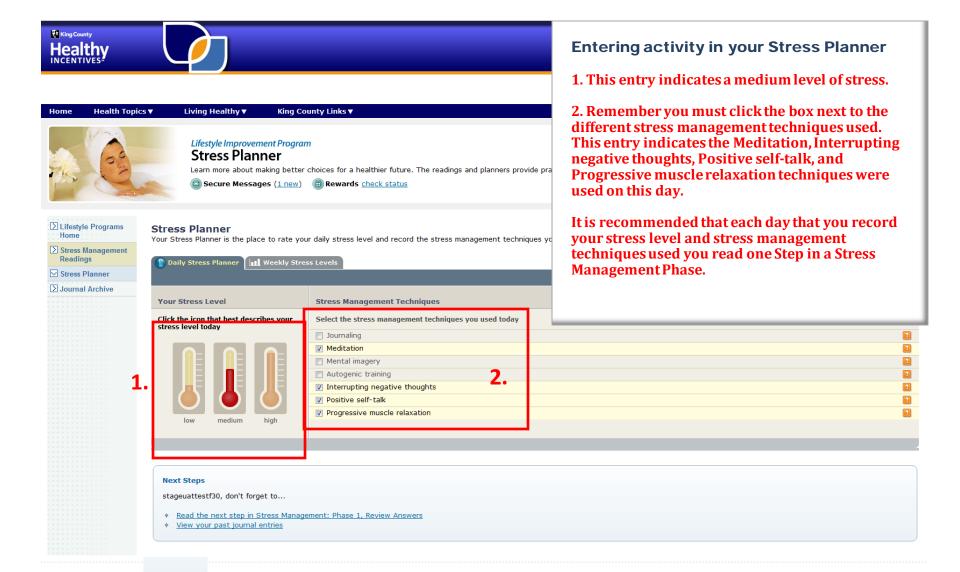
The Centers for Disease Control and Prevention include smoking, lack of exercise, poor nutrition, stress, overweight, and depression at the top of the list for risk factors that cause major chronic diseases, such as heart disease, diabetes, and cancer. Act now to stay healthy. Reduce these risks with the Lifestyle Improvement Programs.

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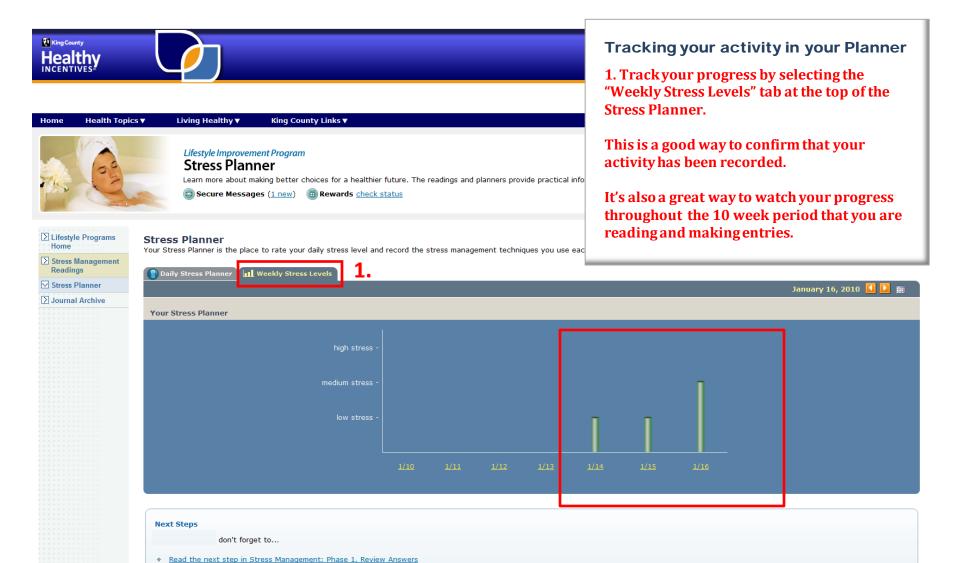
Setting up a Stress Management Planner





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View your past journal entries





Congratulations!

After you've completed all 10 Phases and 50 Planner entries, you will have completed your Individual Action Plan and earned gold.

1. You may now click this button to print a certificate of completion.

Health Topics ▼ Home

Living Healthy ▼

King County Links ▼



Lifestyle Improvement Program

Stress Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.



Secure Messages (1 new)



Rewards check status

- □ Lifestyle Programs Home
- Stress Management Readings
- Weight Management
 Weight Management
 Readings
- Phase 1: The Beginning
- Phase 2: Nutrition Basics
- Phase 3: Exercise Basics
- Phase 4: Healthy Strategies
- Phase 5: Workout Knowledge
- Phase 6: Planning for Success
- Phase 7: Mind and
- Phase 8: Fresh Ideas
- Phase 9: Recruiting
- Phase 10: Staying On
- Program Evaluation
- Program Resources

Congratulations! You've completed the program.

PRINT CERTIFICATE

Even though you have finished this Lifestyle Improvement Program, you can continue to use its features to support your efforts. The readings, journal, and related planner will be available to you at any time. To access them, click 'Lifestyle Programs Home'.

You have made great strides in improving your health and well-being. In recognition of your achievement, you can print out a Certificate of Completion by clicking 'Print Certificate'.

LIFESTYLE PROGRAMS HOME



Healthy Incentives Rewards Dashboard

Welcome to the King County Healthy IncentivesSM Rewards Dashboard! This dashboard v work through the Healthy IncentivesSM program requirements. In your current snapshot status, your selected Individual Action Plan, a history of program requirements that have color status and a series of Frequently Asked Questions to help you better understand t

Your individual color status reflects your progress to date. In July your "family" color state for the following year, will be mailed to your home. As in years past, your family color st spouse or domestic partner if covered by King County benefits.



Your Rewards Dashboard

Be sure to check your Rewards Dashboard which records your progress along with the date of completion of the Wellness Assessment and your individual action plan.

Benefit Status Lifestyle Improvement Program Tracker

The King County Healthy IncentivesSM Program rewards you for taking active steps to learn about and improve your health. Healthy Incentives M has three out-of-pocket expense levels that are determined by participation: gold (you pay the least), silver (middle level) and bronze(you pay the most). Your out-of-pocket level is determined by taking the Wellness Assessment and completing an Individual Action Plan. Taking the Wellness Assessment by Jan. 31, 2010 earns you the silver out of pockets expense level and is the first step toward earning gold. Following up by completing an Individual Action plan by June 30th earns you gold status! Please note: If you have enrolled in the Free and Clear Smoking Cessation program, King County Live Well Challenge or Weight Watchers at Work programs, the Activity History related to those programs is updated incrementally during the program period, with the final program completion results loaded by July 1. If you don't see the individual color status you expected in the Benefit Status program tab, please check back after July 1 for possible updates. If you have any questions about your individual color status or the Healthy Incentives Program, please click on the FAQ link below or contact a WebMD Customer Service Representative at 866-584-6813.

My Action Plans

Actions Free and Clear Program Completion King County Live Well Program Completion Weight Watchers at Work Program Completion WAQ Completed WebMD Lifestyle Improvement Program Completion

Frequently Asked Questions

- What is the Healthy IncentivesSM Program?
- What is the Healthy IncentivesSM Dashboard?
- · What is the Free and Clear Smoking Cessation Program?
- · What are the WebMD Lifestyle Improvement Programs?
- What is the King County Live Well Challenge?
- What is the Weight Watchers at Work® Program?

			r

The following list is a record of the activities you have completed, and the Individual Benefit status achieved.

Actions completed

	11/30/2009	WebMD Lifestyle Improvement Program Completion			
	11/13/2009	WAQ Completed			
	11/13/2009	Healthy Incentives Web site Registration			
	Individual Benefit Status				
	11/13/2009	Bronze . Conf#:			

11/13/2009 Silver. Conf#:

11/30/2009