Documenting a Health and Fitness Activity on HealthQuest

Criteria:

Participate in a health or fitness activity and earn 1 credit (a maximum of 3 points). Activity must be completed November 16, 2015 - November 15, 2016. These are self-reported wellness activities you can earn credits for completing. Once you have participated in the activity, then complete the form (see steps below) to earn your HealthQuest credits. Examples include:
- Weight loss & weight management programs
- Fitness events and activities
- Wellness lunch and learns
- Wellness seminars
- Job safety training
- Health Fair attendance
- Nurse24 program participation

1. To document HealthQuest points for a “Health and Fitness Activity”, go to [https://kansashealthquest.alerehealth.com/mve/](https://kansashealthquest.alerehealth.com/mve/).
2. Click on “Log In” (or “Sign Up” to create an account).
3. At the top of the page, click on “Rewards”.
4. Look for the section “Complete forms and surveys” and click on “More”.
5. Look for “Health and Fitness Activity” (click on “details for examples”).
6. Click on “Get Started” and enter the following information:
   a. Date of event or activity
   b. Name of event or activity
   c. Location of event or activity
   d. Briefly describe the event or activity
   e. Type your name to certify that this information is accurate and true.
7. Click “Submit”
8. A screen will appear confirming your submission.
9. Scroll to the top of the page to see the number of points that you’ve accumulated out of 30.

Note: Once you submit your documentation, that category disappears. For example, once “Health and Fitness Activity 1” is submitted, it disappears and you can only see Health and Fitness Activity 2 and 3. In other words, the page shows what you can still complete.