

**BULLETIN BOARD**

**LifeWork Strategies**

**EAP**

**Account Manager:** Mary Walinchus

**Company Program Details**

* **Benefit Year Start Date:**  12/1/2020
* **Benefit Year End Date:** 12/31 of every year
* **Deadline Date:** 12/31 of every year
* **Company ID:**  Lifework Strategies
	+ **Company Name: LifeWork Strategies:**:: eaptcc (example of what it looks like in SOAP)
* **Registration Code:**

|  |  |
| --- | --- |
| **Client Organization Name** | **Registration CODE**  |
| EAP | EAP |
| The Coordinating Center | eaptcc |
| United Urology Group | eapuug |
| Washington Adventist University  | eapwau |
| Welocalize  | eapwelocalize |
| Eagle Bank | eapeb |
| NRUCFC | eapcfc |
| IQ Solutions | eapiq |
| The Donaldson Group | eaptdg |
| SAD-General Conference | eapgencon |
| SAD- NAD  | eapnad |
| City of Annopalis | eapcoa |

* + **EAP** is the Employee assistance program with LifeWorks Strategies. LWS clinical team will provide the participants with the information to register on the portal.
* **# sessions**:    Max 6 sessions per calendar year
* **Incentive**: None – wellness coaching is not a requirement. When a participant calls the EAP call line, The clinical team will be directing participants to coaching if that is the service that is asked or recommended. They will provide the participant with the information to register on USCW portal.
* **Spacing**:  at least 1 week apart
* **Eligibility:** Employees and dependents living within their households
* **Scheduling calls**: Log in [www.uscorporatewellness.com](http://www.uscorporatewellness.com/)
* **Branding:**   When you call your client, introduce yourself as the health coach through LifeWork Strategies.
* **Contact for participants:** If participants have any questions regarding the Wellness Program,they can contact LifeWorks Strategies at (240)826-2797
* **Check-in Email:** Required, unless the calls are less than a month apart

**Company Information**

* **Number of Eligible Employees:**
* **Start Date:** 12/1/2020
* **Locations**:
* **Time Zone**: Eastern
* **Business:**
	+ **EAP** is the Employee assistance program with LifeWorks Strategies. LWS clinical team will provide the participants with the information to register on the portal.
	+ **LifeWork Strategies** is a provider of EAP and Wellness services through Adventist HealthCare They work with multiple companies. USCW is providing coaching only

**Landing Page**

**After client registers and before scheduling their call**

Welcome to your on-line scheduling tool!

Select an open appointment time (in blue) to schedule an appointment with your Health & Wellness Coach. You will need to choose an option at least 48 hours from today.

Only 1 appointment may be set at any given time. After your coaching session, you may return to the calendar and set your next appointment.

If you have any questions about the wellness coaching program or difficulty scheduling an appointment, please contact us at Help@USCorporatewellness.com. Thanks!

(Help@USCorporatewellness.com goes directly to Mary)

**Autogenerated Emails**

**Confirmation Email**

Thank you for scheduling a health coaching call for [APPOINTMENTTIME].

If this is your first coaching call, please read below for a brief description of what to expect, along with tips on how to maximize the experience.

Your own personal wellness coach

• My name is [COACHNAME], and we get to connect six times between now and December 31, 2022.

• Our calls will take about 20-30 minutes - and during our call I will help you focus in on the things you see as important and help you design strategies to achieve your personal health and wellness goals. One thing I won’t do is make you feel guilty!

• I will call you at the time you scheduled. Please note that I have set this time aside just for our coaching session; if you are no longer able to keep this appointment, please send me an email at [COACHEMAIL] to reschedule. You may also log back into www.uscorporatewellness.com and reschedule at your convenience.

Make your coaching call the best experience possible

I know your time is valuable, so in order to maximize our time together and obtain the best coaching experience possible, please take a minute to consider the following:

• What would you like to stop, start, or improve about your current health and wellness?

• Wellness includes a variety of areas such as the following: healthy eating, exercise, weight management, tobacco cessation, stress management, sleep, life balance, personal growth, and professional development. What are one or two areas from this list that you would like to focus on during our first session?

• If you have the results of a health assessment or any recent bloodwork, it may be helpful to review it for possible items to discuss during our call. Coaches are not here to take the place of your doctor, but we are available to help you determine any goals in areas of health you may deem a priority.

If you have any questions regarding the Health Coaching Program, please call Lifework Strategies at (240)826-2797.

I look forward to talking with you soon!

**Missed Call Email**

We were scheduled to connect for your Wellness Coaching appointment today [APPOINTMENTTIME], and we were unable to complete the call at that time. Please remember that I have set this time for you, and if you cannot make the appointment, please alert me before the scheduled time.

To reschedule, click this link to connect to my calendar and reschedule your coaching call there: https://www.uscorporatewellness.com. You may also reschedule by responding to this email and letting me know days/times that are best for an appointment, and I will try to find a time that matches with your schedule.

I look forward to meeting with you

Updated 10/22