

Wellness Center Reimbursement Instructions

The NDSU Wellness Center participates in the Sanford Health Plan Fitness Center Reimbursement Program for staff/faculty members and the Blue Cross Blue Shield (ND only) Health Club Credit Program for affiliate/sponsored members.

Wellness Center members who enroll in the Sanford Health Fitness Center Reimbursement Program are eligible to receive a **\$20 monthly credit** (*reimbursement before taxes - reimbursement is taxable at 35%*) for membership fees. Individuals must use the facility **at least 12 days per month** to receive their credit. (Only one visit per day will be counted).

The BCBS Health Credit Program is a point-based program where individuals who use the facility 12 or more days per month will receive points (max of 2,700/month). Please see www.bcbsnd.com/health-and-wellness-programs/gym-discounts for more information.

A maximum of two (2) people – the subscriber and spouse age 18 and older – can participate in each of these programs. **You MUST complete the following steps in order to enroll in the Sanford or BCBS programs to receive any incentives. Upon enrolling, be prepared to provide:**

- Name, contact information, and date of birth (This must match your health insurance card EXACTLY)
- Member ID# (EMPL ID for Sanford; Wellness Center member ID for affiliate/sponsored)
- Health Plan information from current health insurance card
- Checking or savings account routing and account numbers. These numbers are generally found on the bottom of a check or deposit slip that is used by financial institutions to transfer funds and complete transactions.

Create your NIHCA Rewards Account.

Returning Participants

If you were enrolled previously, you must verify your information with NIHCA. You **do not** need to create a new account. To verify, follow these steps:

1. Have your insurance member ID number, Wellness Center Member ID number and banking information ready.
2. Go to <https://NIHCArewards.org> and click “Already Enrolled” under “Members Options” to log in.
3. Review the information on the My Profile and Account Information pages and make sure they are up to date. The Fitness Center Barcode refers to your NDSU Employee ID# or Wellness Center Member ID#. If you have had any changes in health insurance coverage, banking or fitness centers, you will need to update this page.

New Participants

- Have your insurance member ID and banking information ready.
- Go to NIHCArewards.org and click “First Time Enrollment” under MEMBERS.
- Select your insurance provider (Sanford Health Plan or BCBSND)
- Search for your fitness center location by zip code (58102). Select the NDSU Wellness Center and click “Enroll Online”
- Follow all the custom prompts and instructions provided by the website to complete the enrolling process.

More information on the back

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Sanford Health Plan

Account Setup and Lifescore Assessment

Before you can receive any fitness center reimbursement payments, you must take your annual health assessment (LifeScore). You must take this assessment annually after January 1st. Follow these steps to take the health assessment:

1. Go to <https://member.sanfordhealthplan.org/portal/> or Sanford Health app and log in to your account.
 - a. Forgot your login information? Utilize the “Forgot your username or password?” link for assistance.
2. From the Menu, select **Portals and Links** under the Insurance section.
3. Select the **Wellness Portal** icon.
4. You will now be logged in to the Dakota Wellness Program Dashboard.
5. Select **Health Assessment** and complete all sections assessment.
6. Once you take the assessment you will be able to view your results and risk areas.
7. Complete the online enrollment for NICHA Rewards (see other side).

**** You must complete all these steps by the last day of the month you wish to be reimbursed. We will not backdate visits into the system for credit if submitted after the deadline.**



Blue Cross Blue Shield Health Club Credit

Enroll with Blue Cross/Blue Shield of ND at the Healthy Blue website.

1. Go to the Healthy Blue website: <https://www.bcbsndportals.com/home/>.
2. Log in or Register for your Online Member Services Account.
3. Complete your Authorization for Release of Information – Wellness Programs found in your online member services account.
4. Get your personalized wellness plan when you complete the short health assessment.
 - a. (The health assessment must be completed annually after January 1st following your initial signup)

**** You must complete all these steps by the last day of the month you wish to have your visits submitted. We will not backdate visits into the system for points if submitted after the deadline.**

