

Employee fitness center paperwork

Please complete the following paperwork to gain access to the employee fitness center 1G-117

1. Personal Fitness Certification

Please complete the personal fitness certification. It is attached to this form/email. The form is located on the Q drive under Forms-Occupational Health-Personal Fitness Certification (10-2497) . If you are taking any prescription medications you will need to have this form signed by the provider who prescribed them. You can bring the completed form with to your orientation.

2. HEALTH PROFILE (Health Risk Assessment)

Please complete the Health Risk Assessment on the <https://www.wellsuite.com/vawin/vaintake> You will need to set up an account- important information is we are VISN 23 and our 3 Digit Parent Station is 618, and then complete the wellness profile. Please provide the first page of your Personal Wellness Profile- you can bring it with to your orientation.

3. Fitness center orientation

When you have completed your paperwork (steps 1 &2) please contact Cynthia Tomczak at ext 7642 to schedule an appointment for your orientation to the fitness center- it will take 20-30 minutes to complete.

Please feel free to contact me with any questions at extension 7642. My office is 3U101b, please call before you come to make sure I am available. If you would like to send it in the mail my routing number is 111H or you can drop it off in Occupational Health 4M 123 M-F between 0730 and 1600.

Cynthia Tomczak RN, MS
Employee Wellness Coach/Occupational Health NM