

**HOW TO REPORT A DOCTOR WELL VISIT**  
**IF NOT COVERED BY AN RWU MEDICAL PLAN**

1. Go to <https://member.virginpulse.com>
2. Login if you are already a user or register as a user.
3. Once you login, click on “Tracking” at the top of the page;
4. Then click on How to Earn. There is a list of activities and you page down to “Participation”. This is the last block before the bottom of the page. Within this block is the Primary Care Physician Form. It can be printed and given to the doctor.
5. Return the form to [SimplyWellness@rwu.edu](mailto:SimplyWellness@rwu.edu) .