

ST. BERNARDS COVID-VACCINE INCENTIVE INSTRUCTIONS

After you receive your COVID vaccine at St. Bernards, you do not need to send proof to Infection Prevention, you will instead need to login to **NetLearning** and **sign off on an authorization form**. Simply follow the instructions below to complete online **before July 5** in order to receive the incentive:

INSTRUCTIONS:

1. Go to **<https://login.healthcaresource.com/sbrmc/logon>**
2. From there, click on the green button in the top left corner and click on **MyNetLearning**.
3. Once you select the **COVID HIPAA Authorization**, you will need to launch it to open and review the form. *Please note you will see a page with an area for you to sign on the bottom. You do not need to sign this page as you will be doing an electronical signature as instructed in the next step.*
4. Select "**Take Test**" at the top in order to be prompted to answer a question to acknowledge that you received the form.
5. Once you have answered the question granting permission, you will need to click on "**Grade Test**" and that will complete the submission process.
6. The deadline to complete this step for the bonus payment is **Monday, July 5 at 8 a.m.**