# HCA Healthcare Colleague Recognition Program

## Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| **What is HCA Healthcare Colleague Recognition?**                         | HCA Healthcare Colleague Recognition is an online platform, powered by Incentive Services, that allows colleagues to give and receive recognition and earn points that can be redeemed for rewards. This is our opportunity to recognize exceptional examples of compassion and respect, connect and share in each other’s successes.  
  - Your online recognition account can be accessed from your workstation, personal computer and mobile device.  
  - Online tools make it easy to give and receive recognition and rewards.  
  - There will be many ways to be recognized and earn points during the year.  
  - Your points can be easily redeemed from the large online catalog of options. |
| **How do I get started?**                                                 | 1. You should have received a registration email that was sent to your work email address. Click the registration link in that email to set your password and answer security questions  
  2. If you don’t have the email, go to [https://ColleagueRecognition.isrewards.com](https://ColleagueRecognition.isrewards.com), enter your HCA 3-4 ID as your user name and click Forgot Password and follow the instructions |
| **How do I use the site?**                                                | After you have registered on the site:  
  1. Go to [https://ColleagueRecognition.isrewards.com](https://ColleagueRecognition.isrewards.com)  
  2. If you are on the HCA Healthcare network, click the On-Site Login button for a single-sign-on connection. If you are not on the HCA Healthcare network, enter your user name and password (or click Forgot Password)  

  **To recognize a colleague**, click the Recognize button, enter the colleague’s name in the search box, enter details about the recognition and click Submit |
| **How do I earn and redeem points?**                                      | There will be many ways to be recognized and earn points during the year from your leader and colleagues. You can then redeem your points for rewards from a large collection of options. Points can be redeemed as they are earned or saved for higher-value rewards. Points never expire, and they go with you if you transfer to another HCA Healthcare location.  

  **To redeem your points**: Log in to the recognition website, click the Rewards button to view options, make a selection, click Add to Cart and submit your order. |
| **How will new colleagues receive information about the program?**        | New colleagues will receive an email from the recognition platform when they become eligible to participate. The email will include instructions on how to register and get started. |
| **What if I have questions about using the program?**                    | Contact customer service at (800) 337-8915 or send an email to cservice@incentiveservices.com. You will need to reference your sponsoring company: HCA Healthcare. |