

How to Use Your VITAL WorkLife Well Being Resources: WorkLife Concierge

By Amy Tiffany

Have you experienced any of these scenarios?

- Your spouse's birthday is in three days and you've been too busy to buy a gift.
- You have always wanted to take tennis lessons but have never followed through on signing up.
- You have a gala tomorrow night and your suit hasn't been pressed.
- You dread shoveling the driveway when it snows, and you always think about how nice it would be to have a snow plowing service.
- You haven't had a vacation in over a year and, even though you have time set aside, you haven't been able to plan anything.



You're busy—there just aren't enough hours in the day to get everything done. [WorkLife Concierge](#), an important resource of your VITAL WorkLife Well Being Resources, can help you delegate tasks—from the mundane household chores to the special occasion events allowing you to spend more time doing what you enjoy.

What is WorkLife Concierge?

WorkLife Concierge is an all-purpose, virtual assistant offering the attention and first-class service you typically only receive at a five-star resort. Your time is valuable, and WorkLife Concierge can help you make the most of it by helping you manage your task list.

Available anytime, WorkLife Concierge includes more convenience, accessibility, white-glove services and dedicated WorkLife Concierge representatives to provide the best experience possible.

How do I use WorkLife Concierge?

To use your WorkLife Concierge, you simply request what you want done and contact us to help arrange it for you. Your WorkLife Concierge representative will listen to your needs, make recommendations and coordinate everything for you. You are, however, responsible for paying for the service, gifts and/or items requested through WorkLife Concierge.

What can I use WorkLife Concierge for?

All sorts of things! WorkLife Concierge was designed specifically for busy medical professionals and their immediate families. You can complete tasks in just a few minutes by working with a WorkLife Concierge representative, freeing up more of your valuable time for what matters most to you. WorkLife Concierge lets you take advantage of their program discounts and can help you with the following:

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| • Personal Services | • Referrals/Recommendations |
| • Home Services | • Shopping & Returns/Exchanges |
| • Travel Arrangements | • Errand Services |

- Party & Event Planning
- Appointment Scheduling
- Business Support Services
- Entertainment & Leisure
- Touring Services
- Medical Concierge Services
- Problem Solving
- Auto Services
- Domestic/International Relocation
- Reminder Service
- Senior/Elder Care Services
- Gift Certificates

How can I access my WorkLife Concierge?

One Time Set Up

The first time you use your WorkLife Concierge you will need to register using a preferred email address and your access code, which is: **vitalworklife**. You can register online at VITALWorkLifeConcierge.com or by calling **888.316.6616**. Your account will be customized by you and will enable more convenience and speed of service in the future. Most importantly, your information is kept confidential and fully HIPAA-compliant at all times.

Access Options

Once you've registered, there are multiple ways to access WorkLife Concierge:

- **Phone:** Call 888.316.6616
- **Online:** Visit VITALWorkLifeConcierge.com
- **Email:** Service@VITALWorkLifeConcierge.com
- **Fax:** 888.993.0600
- **VITAL WorkLife Mobile App:** Access coming soon!

Your Access Code: **vitalworklife**

To see a list of services WorkLife Concierge can help you with, visit VITALWorkLifeConcierge.com/Services. Take advantage of your free WorkLife Concierge resources today, so you can improve work/life balance and spend more time with loved ones and ultimately improve your interactions with patients as you take time to unplug and take care of yourself first!

We Can Help

To access your entire suite of Well Being Resources including peer coaching, financial/legal and more, contact us at **877.731.3949**.