



PERSONAL HEALTH ASSESSMENT REGISTRATION

Name: _____

STEP 1: HOW TO SCHEDULE YOUR PHA (See page 2 for appointment dates – times - locations)

1. Call ThedaCare At Work’s Central Scheduling at **920-738-6521**
2. Hours Mon.-Thurs. 8:30am to 5:30pm, Friday 8:30am to 5:00pm.
3. Press “**3**” to schedule your PHA Screening appointment
4. For confidentiality and to verify your identity, you will be asked to provide, or verify, your demographic information.
5. Select date you would like to have your PHA Screening appointment. The scheduler will try to accommodate your request with the best time available.
6. If you need to change or cancel your appointment, please call **920-738-6521** seven days in advance.

***Please call to set up your PHA appointment no later than June 1st, 2014.**

SCREENING APPOINTMENT



Your screening (blood draw) appointment is...

Date: _____

Time: _____

Place: Onsite Clinic, enter High School Door #25

For accurate test results, please follow these recommendations:

- Do not eat or drink anything (except water) 12 hours before screening.
- ***Water is encouraged, it is good to be well hydrated for your blood draw appointment***
- Take your medication as prescribed.
- Consult your physician or pharmacist if you have questions about fasting or your medications.

REPORT DELIVERY APPOINTMENT



Your report delivery (results) appointment is...

Date: _____

Time: _____

Place: Onsite Clinic, enter High School Door #25

What is it?

- Confidential 15-20 min., one-on-one session with a Health Coach.
- The Health Coach will review your lab results as well as provide educational information.



STEP 2: SELECT A SCREENING APPOINTMENT TIME FOR BLOOD DRAW

Location	Date	Time
West De Pere – Onsite Clinic	6-9-14 Monday	6:30 – 10:30am
West De Pere – Onsite Clinic	6-11-14 Wednesday	6:30 – 10:30am
West De Pere – Onsite Clinic	6-13-14 Friday	6:30 – 10:30am
West De Pere – Onsite Clinic	6-16-14 Monday	6:30 – 10:30am
West De Pere – Onsite Clinic	6-18-14 Wednesday	6:30 – 10:30am
West De Pere – Onsite Clinic	6-20-14 Friday	6:30 – 10:30am
West De Pere – Onsite Clinic	7-7-14 Monday	6:30 – 10:30am
West De Pere – Onsite Clinic	7-9-14 Wednesday	6:30 – 10:30am
West De Pere – Onsite Clinic	7-11-14 Friday	6:30 – 10:30am

STEP 3: COMPLETE YOUR PHA QUESTIONNAIRE ONLINE

Please allow **10 business days** to pass after your screening appointment before attempting to complete the Online questionnaire. This allows time to process the lab data. You will need to complete the online questionnaire to see lab results.

1. Enter the following address into your web browser: <https://thedacarepha.net>
2. Click on “**Start Your Online Questionnaire HERE**” located in the yellow box.
3. Enter **Access Code** according to your main work location. **Access Codes** are case sensitive.

Location	Access Code
High School	mYUAcRE7
Middle School	HCEU5ep8
Hemlock	HrKJqknp
Westwood	3YnKbMce
District Office	kQtWY8CG

4. Enter required Account Information. Click “**Proceed to Registration**” (*Hint: Use your “Legal” First & Last name*).
5. **See Box Below:**

First Time User	Repeat User
<ul style="list-style-type: none"> • Enter Email Address and Create Login and Password. 	<ul style="list-style-type: none"> • Your Email (if previously entered) and Login will auto-populate. • Enter New Password and confirm password

6. Click “**Sign up**”.
7. Choose the most current Lab Date and click “**Go**”.
7. Click on “**Begin your Questionnaire**”.
(*Hint: You must answer ALL of the questions before submitting your questionnaire.*)
8. After submitting your Questionnaire, on the main menu click on the “**Printable Report**” button to view your **Personal Health Assessment Report** online.

* If you experience any difficulties submitting your questionnaire, use the “**Contact Us**” button and you will be contacted within 24 hours to help resolve your issue.

STEP 4: SELECT A REPORT DELIVERY APPOINTMENT TIME

Location	Date	Time
West De Pere – Onsite Clinic	7-14-14 Monday	6:30 – 11:30am
West De Pere – Onsite Clinic	7-16-14 Wednesday	6:30 – 11:30am
West De Pere – Onsite Clinic	7-18-14 Friday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-4-14 Monday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-6-14 Wednesday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-8-14 Friday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-11-14 Monday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-13-14 Wednesday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-15-14 Friday	6:30 – 11:30am
West De Pere – Onsite Clinic	8-18-14 Monday	6:30 – 11:30am

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