

PERSONAL HEALTH ASSESSMENT PROCESS (Registration)

Name: _____

STEP 1: HOW TO SCHEDULE YOUR PHA (Please see page 2 for list of dates/times/locations of PHAs)

1. Call ThedaCare At Work's Central Scheduling at **(Local) 920-738-6521** or **(Toll-Free) 888-553-5370**; Hours Mon.-Thurs. 8:30am to 5:30pm, Friday 8:30am to 5:00pm.
2. Press "3" to schedule your PHA Screening appointment
3. For confidentiality purposes, and to verify your identity, you will be asked to provide, or verify, your demographic information.
4. Choose the **location** where you would like to have your PHA Screening appointment done (see Page 2 of this sheet for location information). The scheduler will find the best time available at the location you have chosen, however appointments will fill up fast so schedule early.
5. Please write down your appointment information below.
6. If you are unable to keep this appointment, please call **(Local) 920-738-6521** or **(Toll-Free) 888-553-5370** at least **seven days** in advance.

***Please make your call to set up your PHA appointment no later than September 27th.**

SCREENING APPOINTMENT



Your screening (blood draw) appointment is...

Date: _____

Time: _____

Place: _____

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: _____

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.

PERSONAL HEALTH ASSESSMENT PROCESS (Screening & Results)

Please see Page 1 for instructions on how to schedule your appointment.

STEP 2: ATTEND A SCREENING (BLOOD DRAW) SESSION

Access Code	Location	Date	Time
mYUAcRE7	West DePere - High	10-1-13	6:30 – 10:30am
mYUAcRE7	West DePere - High	10-2-13	6:30 – 10:30am
HCEU5ep8	West DePere – Middle	10-3-13	6:30 – 10:30am
HCEU5ep8	West DePere – Middle	10-4-13	6:30 – 10:30am
HrKJqknp	West DePere – Hemlock	10-8-13	6:30 – 10:30am
HrKJqknp	West DePere – Hemlock	10-9-13	6:30 – 10:30am
3YnKbMce	West DePere – Westwood	10-10-13	6:30 – 10:30am
3YnKbMce	West DePere – Westwood	10-11-13	6:30 – 10:30am
mYUAcRE7	West DePere - High	10-18-13	6:30 – 10:30am
kQtWY8CG	West DePere – District (Please schedule one of the above dates)		

STEP 3: COMPLETE YOUR PHA QUESTIONNAIRE ONLINE (AND VIEW YOUR RESULTS)

Please note: You will need to allow **10 business days** to pass after your screening (blood draw) appointment to complete the Online questionnaire, allowing ThedaCare time to process the lab data. The questionnaire needs to be completed for you to be able to see your results.

1. Enter the following address into your web browser: <https://thedacarepha.net>
2. Click on “**Start Your Online Questionnaire** [HERE](#)” (to complete your online questionnaire), located in the yellow box.
3. Enter your unique **Access Code**: **SEE ABOVE**
(*Hint: The Access Code is case sensitive.*)
4. Enter the required Account Information. Click “**Proceed to Registration**”
(*Hint: Use your “Legal” First and Last name.*)
5. See box below.

<i>First Time User</i>	<i>Repeat User</i>
Enter Email Address and Create Login and Password . (<i>Hint: Please write down for future use.</i>)	<i>Hint: Your Email (if previously entered) and Login will auto-populate.</i> Enter New Password and confirm password

6. Click “**Sign up**”.
7. Choose the most current Lab Date and click “**Go**”.
8. Click on “**Begin your Questionnaire**”.
(*Hint: You must answer ALL of the questions before submitting your questionnaire.*)
9. 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 with submitting your questionnaire, use the “Contact Us” button (located on the top right toolbar of the website) and you will be contacted by a representative within 24 hours to help resolve your issue. You will not lose any data you have entered.**

STEP 4: ATTEND A REPORT DELIVERY (RESULTS) SESSION

Access Code	Location	Date	Time
HCEU5ep8	West DePere - Middle	10-29-13	6:30 – 10:30am
HCEU5ep8	West DePere - Middle	10-30-13	6:30 – 10:30am
HrKJqknp	West DePere – Hemlock	10-31-13	6:30 – 10:30am
HrKJqknp	West DePere – Hemlock	11-1-13	6:30 – 10:30am
3YnKbMce	West DePere – Westwood	11-4-13	6:30 – 11:00am
3YnKbMce	West DePere – Westwood	11-5-13	6:30 – 11:00am
mYUAcRE7	West DePere – High	11-6-13	6:30 – 12:30am
mYUAcRE7	West DePere – High	11-7-13	6:30 – 12:30am
kQtWY8CG	West DePere – District	11-8-13	8:00 – 10:30am