

## STEP 1: Complete Your Health Risk Questionnaire Online

To complete your online health risk assessment (HRA) and schedule your worksite HRA screening appointment:

- 1) Go to [www.healics.com](http://www.healics.com).
- 2) Click on “Participant Portal”.
- 3) Click on “Complete Your Online Questionnaire and Schedule Your Worksite HRA Appointment”.
- 4) Enter the Event ID and Access Code for the location where you want to schedule your HRA screening (see table below):

HRA Screening Site	Event ID	Access Code
West De Pere High School <i>Just east of main entrance – enter door #25</i>	204544	WestDPSD

- 5) Click “Login”.
- 6) You will need to agree to two separate consent forms to proceed. You will have an opportunity to print copies of these consent forms at the end of the questionnaire.
- 7) For eligibility verification, enter your personal identification information and click “Next”.
- 8) Complete employee information and click “Next”.
- 9) Complete the online questionnaire.

*IMPORTANT: Do not use your browser’s back/forward function; please use the Previous and Next buttons on the questionnaire pages.*

- 10) At the completion of the questionnaire, you may review your information and make any corrections.
- 11) Click submit questionnaire button.
- 12) You will be prompted with a link to schedule your screening appointment. Beneath this link is a second link to print a copy of your consent forms and questionnaire if you would like a copy for your records.

## STEP 2 and 3: Schedule Your HRA and Report Delivery Appointment

- 1) Click the link to schedule your screening appointments.
- 2) Select an available appointment time from the drop down list and complete the requested information. Click “Continue”.
- 3) Select the Report Delivery session you will be attending (pay attention to location).
- 4) Select an available appointment time from the drop down list and complete the requested information. Click “Continue”.
- 5) Print your appointment confirmation.
- 6) Click “Log off” in the bottom, left corner.
- 7) To schedule an appointment for your spouse, repeat the above steps again.
  - The cut-off time to sign up for or change your appointment time is 48 hours prior to when the screening session begins.
  - If you need to look up your appointment time or change it, repeat steps 1–7. Click “Login” and select your preferred option. Complete the information requested.
  - If you are having trouble locating your appointment information, contact Molly Babbitts at [molly.babbitts@bellin.org](mailto:molly.babbitts@bellin.org) or (920)436-8684.
  - If you need to cancel your appointment, contact Molly Babbitts.

If you have any questions or need further information, contact Scott Eggart at [seggart@wdpsd.com](mailto:seggart@wdpsd.com) or Molly Babbitts at [molly.babbitts@bellin.org](mailto:molly.babbitts@bellin.org).

### HRA & Report Delivery Appointment Cards

#### HRA Screening Appointment

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

#### Report Delivery Appointment

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

# HRA SCHEDULING INSTRUCTIONS

2020 S. Webster Avenue  
Green Bay, WI 54301

If you can't make the HRA dates at the West De Pere onsite clinic you can schedule your HRA appointment at the HRA clinic on Webster. Open Monday through Friday (some Saturday's too).



**Note: You will not complete the online questionnaire but complete a paper questionnaire at the time of your appointment. Here's how to schedule.**

To schedule your worksite HRA screening appointment:

1. Go to [healics.com](http://healics.com).
2. Click on "participant."
3. Click on "schedule your worksite HRA appointment."
4. Type in access code: **BellinWeb**.
5. Click "login." Select "create new appointment" from the "exam scheduling menu."
6. Select the **HRA screening session** you'll be attending.
7. Select an **available appointment time** from the drop-down list. Click "continue."
8. Complete the **requested information** (name, date of birth, etc.). Click "continue."
9. **Print** your appointment confirmation.
10. Click "**add next appt/spouse appointment**" to schedule an appointment for your spouse or click "**log off**" in the bottom left corner if you're finished.
11. **Reminder:** You must still **schedule** your **feedback**. To do so, call **920.433.7883**.



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By appointment only. To schedule a HRA appointment, log onto [healics.com](http://healics.com) or call **920.433.7883**