



Re: 2017 Health Risk Assessment Program

Dear Employee and Spouse:

YOUR HEALTH is your greatest asset! By completing the Health Risk Assessment Program (screening, health risk assessment questionnaire and results review) offered by the City of Stevens Point and Ministry Medical Group Employer Solutions, **EMPLOYEES** on the City's High Deductible Health Plan will earn points towards their 2018 HSA contribution and complete Wellness Program Activities. Screenings are also available for spouses and employees not on the City's high deductible health plan.

2017 ONSITE SCREENING DATES

DATE	TIME	LOCATION	ROOM
3/22/17	7:30-10:30 am	City Hall	Annex Building (Conf. Rooms 1 & 2)
3/24/17	7:30-10:30 am	Water Department	Conference Room
3/27/17	6:30 – 9:30 am	Streets Department	Conference Room
3/29/17	7:30-10:30 am	City Hall	Annex Building (Conf. Rooms 1 & 2)
3/30/17	7:00 – 10:30 am	Parks/Recreation/Forestry	Meeting Room
3/31/16	6:00-8:30 am	Transit	Conference Room

In order to participate in the HRA program this year, please follow the four easy steps listed below. If you are a spouse and this is your first screening, go to Step 5 to see instructions.

Step 1: REGISTER FOR YOUR HEALTH SCREENING APPOINTMENT

You can register through two different methods, via the Ministry/Affinity NurseDirect registration service.

ONLINE REGISTRATION

1. Go to 2017 Health Screening <http://bit.ly/2mq93hg> (Ctrl+Click the Link to Open Website)
2. Click on the "details/register" link for the date and location you wish to complete your screening. You will be taken to a screen with the available time slots for the date you are registering.
3. Choose a time, and complete the biographical information on this page.
4. Verify the information is correct and click "Register"
5. You will receive a confirmation with reminders regarding the screening. You will also receive reminders leading up to your screening date.
6. The deadline to sign up for the onsite health screenings is 1 week prior to the date of the screening.

TELEPHONE REGISTRATION

1. Call (800) 362-9900, M-F, 8-5, press 2 for reception and indicate you are signing up for the City of Stevens Point health screening.
2. You will be asked to provide biographic information in addition to selecting your date and time.
3. The deadline for registering is 1 week prior to the date of the screening.

MMG EMPLOYER SOLUTIONS CLINIC OPTION (Note: Employer Solutions is the Occupational Medicine Clinic)

If you are unable to attend one of the onsite health screening dates and would like to complete the health screening you can do so at MMG Employer Solutions between: **March 20-March 31**. You will need to call ahead to schedule this appointment. Please call 715-346-5243 to schedule your appointment—this is only for employees and/or spouses that cannot attend one of the dates listed above.

The address for MMG Employer Solutions is: 5412 Hwy 10 E, Stevens Point, WI 54482

Step 2: ATTEND YOUR ONSITE SCREENING APPOINTMENT

Your onsite appointment will last about 10 minutes. In order to obtain an accurate measurement for the tests listed below, **a 10-12 hour fast** is recommended. No food or beverages should be consumed during this time (with the exception of drinking PLENTY of water; at least two-three glasses prior to your appointment).

Components of the health screening appointment include:

- **Blood draw from the arm** ; which includes cholesterol lipid panel, glucose test, cotinine (tobacco use) metabolic panel;
- Height and weight measurements;
- Waist and hip measurements;
- Blood pressure screening

**Appointments will last about 10 minutes.

Step 3: COMPLETE YOUR ONLINE HEALTH RISK ASSESSMENT

Your online HRA needs to be completed approximately **7-10 business days** following your appointment to allow time for your lab and biometric results to be loaded. You will have approximately 1 week to complete your online HRA. HRA's must be completed by **April 14**.


Your individual results from your screening will be loaded to your US HealthCenter personal health desktop which you are able to access at anytime! Feel free to share you results with your Primary Care Provider at your next doctor appointment. Let your Provider know you had blood drawn at your health screening and bring your lab results...that is savings for you!

To complete your Health Risk Assessment follow these simple steps.

1. Go to <https://www.ushealthcenter.com/> (Ctrl+Click the Link to Open Website)
2. **Username:** Your full last name and the month and date of your birthday. For example: Chris Smith with a DOB 01-11-2000 would enter: smith0111
Password: For **RETURNING** users, enter your existing password. If you do not remember or are having problems with your password, click on the 'Forgot Password' link, enter your information and email and request new password. If you are a **NEW** user, then click on the 'Forgot Password' link, enter your information and email and request a password. Still need assistance? Call 877-322-7398 ext. 2 or email help@ushealthcenterinc.com. If you are new you will be asked to change your password the first time your logon to something personal to you. ****Remember to safely record & keep your password.** Once your Username & Password are created, you should be at your Personal Health Desktop
3. Click on **Assessment > Health Risk Assessment > Start My Health Risk Assessment**
4. Complete ALL sections.
5. Once you have completed the HRA, you will see this screen.

Assessments > Health Risk Assessment

Congratulations



Congratulations!

You have successfully completed your Health Risk Assessment.
Click on a link below to view your results.
[Health Risk Assessment Results](#)
[Health Screening Results](#)

If you have other activities to complete for your wellness program, [click here](#)

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If you have any issues completing the Health Risk Assessment, please contact US HealthCenter, by calling 877-322-7398 ext. 2 or email help@ushealthcenterinc.com.

Step 4: COMPLETE YOUR RESULTS REVIEW

This is your opportunity to review your results with a Ministry Medical professional and discuss your screening and blood draw results. Information regarding completing this step will be included in your next steps materials you will receive at your screening.

Step 5: SPOUSES WHERE THIS IS YOUR FIRST SCREENING

If you are a spouse and this is your first screening, we will need to create an account for you to access schedules and your on-line health risk assessment and personal health desktop. Please contact Lisa Fahney, MMG Employer Solutions, to set up your account. Call (715) 295-5261 or email, lisa.fahney@ministryhealth.org. We greatly appreciate your interest in taking advantage of this special opportunity to take care of your health.

FOR ALL PARTICIPANTS

By completing the Health Risk Assessment Program offered by the City of Stevens Point:

- EMPLOYEES on the City's High Deductible Health Plan will earn points towards their HSA contribution in 2018!
- You will be able to protect your own health!
- You will be able to identify your individual risk factors and provide the support to improve them!

Please feel free to contact Lisa Fahney, Occupational Health Educator, if you have any questions in regards to the HRA Program. You can contact Lisa by phone at (715) 295-5261 or email lisa.fahney@ministryhealth.org

This process is part the City of Stevens Point ongoing commitment to you. We look at this opportunity as a partnership with you to protect or improve your health. It is one of the many things that we do in order to raise awareness about health and disease management. We are excited to offer this benefit in order to keep you and your loved ones healthy!

Your personal health information is conducted, protected and secured by US HealthCenter, Inc. and Ministry Medical Group Employer Solutions. The City of Stevens Point does not receive individual results.