

Step-By-Step Health Assessment Guide

Rev. 10/14/15

Information needed before beginning Assessment:

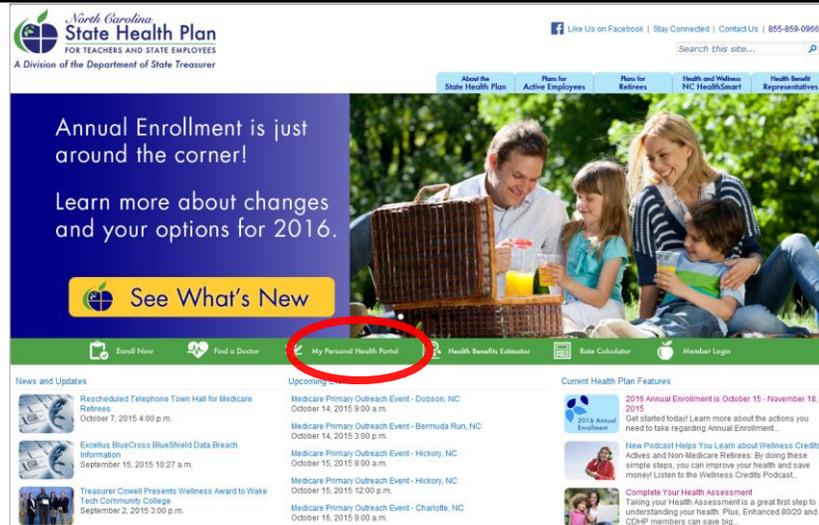
- Height
- Weight
- Cholesterol, Triglycerides or Glucose levels (if you don't know, you will have an option to select 'I don't know')

Important: For the 80/20 Plan or Consumer Directed Health Plan (CDHP), the Health Assessment needs to be re-submitted if previously completed prior to 11/1/14 to obtain or maintain the health assessment wellness credit.

Accessing the Health Assessment

1) Employees can access the health assessment through the **'My Personal Health Portal'** link on the State Health Plan website www.shpnc.org.

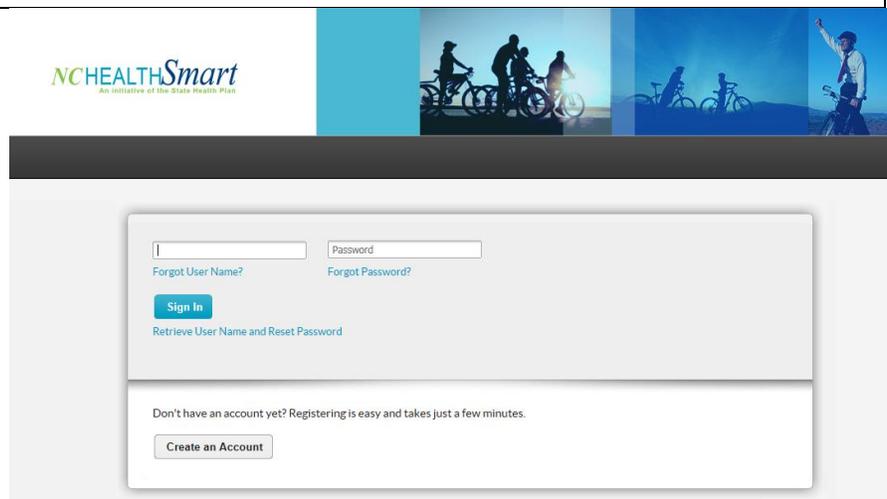
Employees without computer access can call My Active Health at 1-800-817-7044 to complete the assessment over the phone.



A prompt will appear for previous users to sign in with their **Userid & password,**

- OR -

A prompt for **'Create an Account'** will appear to create a username & password for first time users.



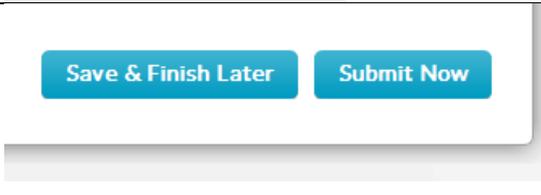
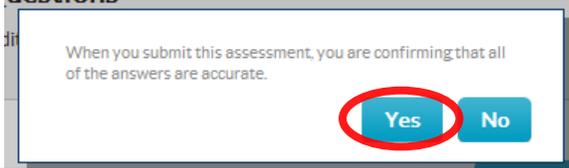
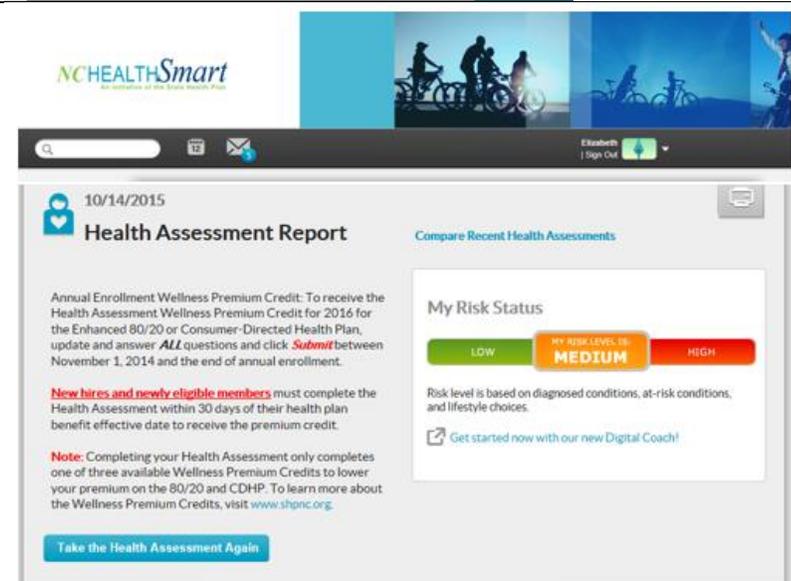
Once logged in, **Select the 'Get started on your Health Assessment' link.**

The Health Assessment page will show the employee's current completion status if they have attempted completion since 11/1/14. New Hire employees should show a status of 0%.

Once completed, please ensure the status shows as 100% to receive full credit.

The assessment consists of **4 categories to complete:**

- Health History
- Lifestyle
- Improving your Health
- Additional Question

<p>For first time users, an icon for 'Work On It' will appear for employees to select to begin answering the assessment questions. For employee who have previously completed the assessment, an icon for 'Update' will appear.</p>	
<p>Once completed the section will show:</p>	
<p>Icons will be available to save your responses as 'Save & Finish Later' or if fully completed, to 'Submit Now'.</p>	
<p>Upon submission of the assessment, a screen will appear to verify the accuracy of the answers given:</p>	
<p>Upon confirming accuracy of the responses provided, a screen will appear to provide a health risk status based on question responses.</p> <p>NOTE: The date of completion will show in the top left corner.</p>	
<p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • Health Assessments will be transferred & updated in the eEnroll/Benefitfocus system weekly (usually every Tuesday). • Responses to the health assessment are kept confidential and will not be used to approve or deny coverage. • If a benefits email has been provided in Benefitfocus system, the health assessment may generate emails sent to the employee to provide wellness tips based on information and the health risk status provided in the assessment. 	