

EIN:

NAME:

SELF-CARE ACTIVITIES CHECKLIST

WEEK 1

- (1 Point) Read the introduction (pages 4-17) in the *Self-Care Essentials* book.
- (1 Point) Read the Self-Care Tip of the Week: [PHR Instructions and FAQs](#)
- (5 Points) Complete the online PHR information, emergency contact and insurance sections.

Total Points: _____ / 7

WEEK 2

- (1 Point) Read chapters 1 & 2 (pages 19-50) on Common Conditions in the *Self-Care Essentials* book.
- (1 Point) Read the Self-Care Tip of the Week: [Avoid the Flu](#)
- (3 Points) Take the Self-Care Quiz (page 34)
- (3 Points) Take the Self-Care Quiz (page 50)
- (5 Points) Review your immunization records under your Personal Health Record.

Total Points: _____ / 13

WEEK 3

- (1 Point) Read chapter 3 (pages 51-66) on Aches and Pains in the *Self-Care Essentials* book.
- (1 Point) Read the Self-Care Tip of the Week: [Stretch Before Strain](#)
- (3 Points) Take the Self-Care Quiz (page 66)
- (5 Points) Review your Health Resources under your Personal Health Record

Total Points: _____ / 10

WEBPAGE: WWW.PIMA.GOV/HR/HEALTH | ADDRESS: 150 W. CONGRESS, 4TH FLOOR | TUCSON, AZ 85701

EMAIL: WELLNESS@PIMA.GOV | PHONE: (520) 724-2792 OR (520) 724-2786 | FAX: (520) 724-8150



UPDATED 12/19/2017

WEEK 4

- ___ (1 Point) Read chapter 4 (pages 67-82) on Chronic Conditions in the *Self-Care Essentials* book.
- ___ (1 Point) Read the Self-Care Tip of the Week: [Preventing and/or Managing Chronic Health Conditions](#)
- ___ (3 Points) Take the Self-Care Quiz (page 82)
- ___ (5 Points) Review your Vitals & Trackers and update your Family History (optional) section under your Personal Health Record.
- ___ (10 Points) Sign up for at least one of the Aetna or Pima County wellness programs listed:
 - [Aetna Disease Management Program](#)
 - [Aetna Healthy Lifestyle Coaching \(HLC\) Tobacco Free Program](#)
 - [Stress Less Blood Pressure Challenge](#)

Total Points: _____ / 20

WEEK 5

- ___ (1 Point) Read chapter 5 (pages 83-96) on Medical Consumerism and Dancing With Your Doctor (pages 16-17) in the *Self-Care Essentials* book.
- ___ (1 Point) Read the Self-Care Tip of the Week: [Choosing Your Primary Care Physician \(PCP\)](#)
- ___ (3 Points) Take the Self-Care quiz (page 96)
- ___ (5 Points) Add/Update or review your Health Team, Medications, Allergies, Conditions and Symptoms, Tests & Procedures and Hospital Visits under your Personal Health Record.
- ___ (10 Points) Schedule your annual physical or preventive biometric screening with your PCP.
- ___ (10 Points) [Complete your Online Health Assessment](#)

Total Points: _____ / 30

WEBPAGE: WWW.PIMA.GOV/HR/HEALTH | ADDRESS: 150 W. CONGRESS, 4TH FLOOR | TUCSON, AZ 85701

EMAIL: WELLNESS@PIMA.GOV | PHONE: (520) 724-2792 OR (520) 724-2786 | FAX: (520) 724-8150



UPDATED 12/19/2017

WEEK 6

- ___ (1 Point) Read chapter 6 & 7 (pages 97-126) on Getting Active and Managing Weight in the *Self-Care Essentials* book.
- ___ (1 Point) Read the Self-Care Tip of the Week: [S.M.A.R.T. Goals](#)
- ___ (3 Points) Print Emergency Card under your PHR.
- ___ (5 Points) Print and Save your Personal Health Record.
- ___ (10 Points) Share your Personal Health Record with your Primary Care Physician.

Total Points: _____ / 20

TOTAL PROGRAM CHECKLIST POINTS

Week 1: _____ / 7

Week 4: _____ / 20

Week 2: _____ / 13

Week 5: _____ / 30

Week 3: _____ / 10

Week 6: _____ / 20

Total Points: _____ / 100

Submit the Activities Checklist to Employee Wellness by February 28, 2018.

- Email: Click the Submit By Email button or email to wellness@pima.gov
- Fax: 724-8150
- Mail: 150 W. Congress, 4th Floor

WEBPAGE: WWW.PIMA.GOV/HR/HEALTH | ADDRESS: 150 W. CONGRESS, 4TH FLOOR | TUCSON, AZ 85701

EMAIL: WELLNESS@PIMA.GOV | PHONE: (520) 724-2792 OR (520) 724-2786 | FAX: (520) 724-8150



UPDATED 12/19/2017