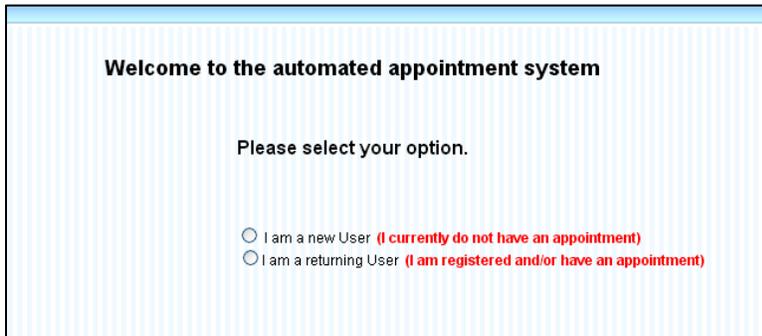


Biometric Screening / Health Assessment / Online Wellness Programs Instruction Guide

effective 1/1/2013

Biometric Screening

- Go to http://webcms.pima.gov/government/human_resources/employee_wellness_programs/: Click “Biometric Screenings”.
- To access Summit Health online appointment scheduler, click “Schedule Your Appointment”.
- Since you do not have an appointment, select “I am a new User”.



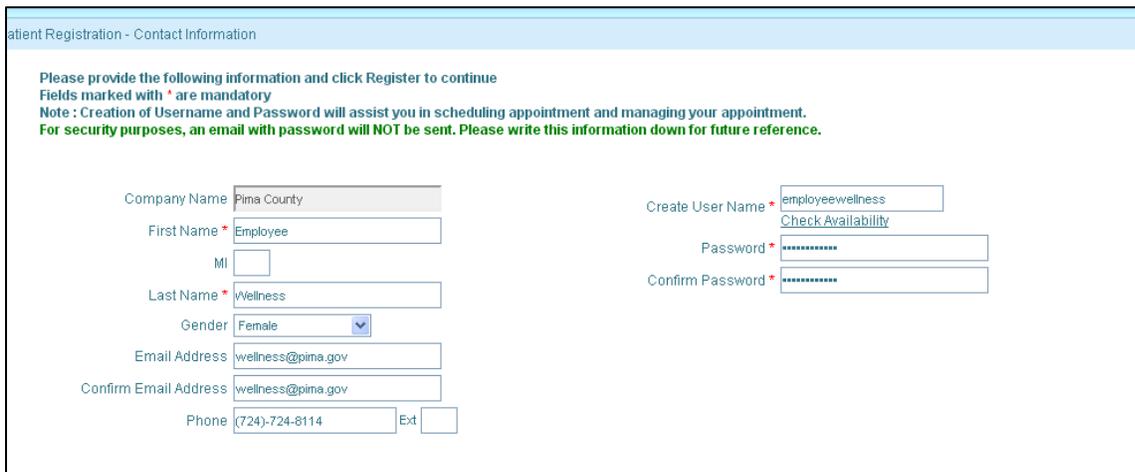
Welcome to the automated appointment system

Please select your option.

I am a new User **(I currently do not have an appointment)**

I am a returning User **(I am registered and/or have an appointment)**

- Complete the registration process. You will be asked to input a security question and answer on a separate screen.



atient Registration - Contact Information

Please provide the following information and click Register to continue
Fields marked with * are mandatory
Note : Creation of Username and Password will assist you in scheduling appointment and managing your appointment.
For security purposes, an email with password will NOT be sent. Please write this information down for future reference.

Company Name	Pima County	Create User Name *	employeewellness Check Availability
First Name *	Employee	Password *	*****
MI		Confirm Password *	*****
Last Name *	Wellness		
Gender	Female		
Email Address	wellness@pima.gov		
Confirm Email Address	wellness@pima.gov		
Phone	(724)-724-8114	Ext	



MANAGE CREDENTIALS

Security Question *

Security Answer *

UPDATE SECURITY QUESTION INFORMATION

Fields marked with * are mandatory

- Select the City and Site Location you would like to schedule your screening.

- Select Which Date and time you would like to schedule your screening.

Summit Health

Appointment >> Schedule Appointment

Fields marked with * are mandatory
Below are the steps to Schedule a Clinic

Step 1 - Select Site

Client Name: Pima County Program: Pima County Health Screenings 06/26/2013 - 10/18/2013

a. Please Select the State.
State* Arizona

b. Please Select the City.
City* Tucson

c. Please Select the Site.
Site* Abrams Building-3950 S. Country Club, Tucson, Arizona 85714

Step 2 - Select Clinic

a. Select the Clinic (Multiple Clinics may be available at each site.)

Clinics Available

08/19/2013 Monday 9:00AM To 3:00PM 117 of 138 Slots Open 09/27/2013 Friday 9:00AM To 3:00PM 134 of 138 Slots Open

Step 3 - Select the Participant

Self

Step 4 - Select the action you want to perform

a. To Schedule Appointment - Click on " Click To Schedule Appointment " button.
b. View MAP of Site - Click on " Click To Show Site Map " button.

CLICK TO SCHEDULE APPOINTMENT CLICK TO SHOW SITE MAP

To schedule an appointment click on the blue area next to Appointments.

Legend: Available Unavailable WaitList Your Scheduled Slot

Appointment Start Time :09/27/2013 9:00AM Appointment End Time :09/27/2013 3:00PM

Appointment Time Slot	Appointments	Select Appointment Time Slot
9:00 AM To 9:15 AM	3/6 Appointments Available	CLICK HERE TO SCHEDULE THIS TIME SLOT
9:15 AM To 9:30 AM	6/6 Appointments Available	CLICK HERE TO SCHEDULE THIS TIME SLOT
9:30 AM To 9:45 AM	6/6 Appointments Available	CLICK HERE TO SCHEDULE THIS TIME SLOT

Please note this is a **fasting** screening.

- Confirm your appointment. An email will be sent to you with your confirmed appointment schedule. If you need to make any changes, you may log-in and reschedule.
- If you must cancel your appointment, please contact Employee Wellness at (520) 724-8114.

Health Assessment

- Go to www.aetna.com
- To access Aetna Navigator: Click "Aetna Navigator Member Log in"



- Log in to Aetna Navigator. If you're a new user, register.
- (Enter your EIN under Member ID Number as it appears on your Aetna ID card)

Need Help? Ask Ann
Our Virtual Assistant is ready to help you.
[Ask a question](#)

Member Log In

User Name:

Password:

SECURE LOG IN

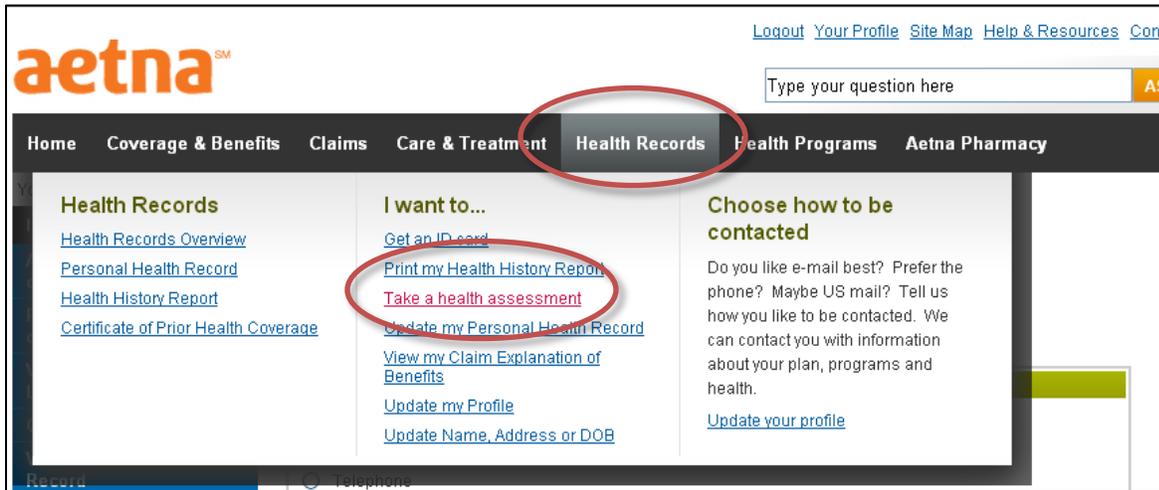
Why Register?

- Look up a claim status
- Find a doctor
- Check account balances
- Find costs of tests and doctor visits
- Order Medications Online

Take a Tour REGISTER NOW

Forget Your Password Or User Name?
[Register](#) | [Your Privacy](#)

- To access your Health Assessment, hover over the “Health Records” tab and click on “Take a health assessment”



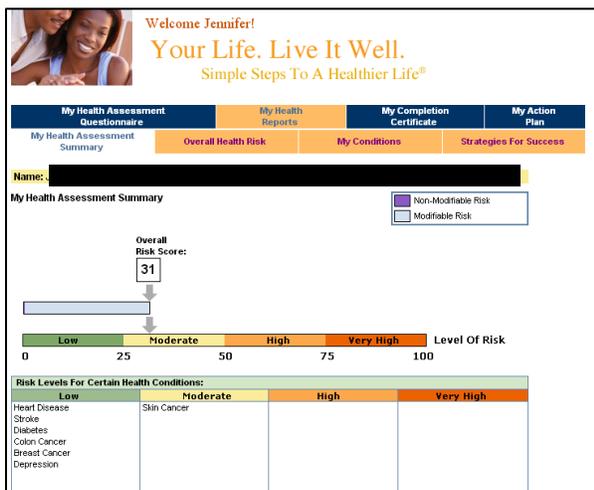
- Since this is the first time accessing your Health Assessment, you will be asked to provide your preferred phone number and email address:

The screenshot shows a registration form titled 'Welcome SARAH'. It asks for the following information:

- Preferred Phone Number:** A form with fields for area code, number, and extension.
- Email address:** A text input field. Below it, a note states: 'Your email address will be used for all communication. You can use your home or work email address. Please be aware that employers can monitor your work email communications.'
- Email Notification:** A section explaining that email is used for health alerts and reminders. It includes a checkbox that is checked, with the text: 'Simple Steps To A Healthier Life. I would like to receive information from Simple Steps To A Healthier Life that can help me stay on track to reach my health goals.'

At the bottom, there are 'Cancel' and 'Submit' buttons. A red asterisk indicates that the phone number and email address fields are required.

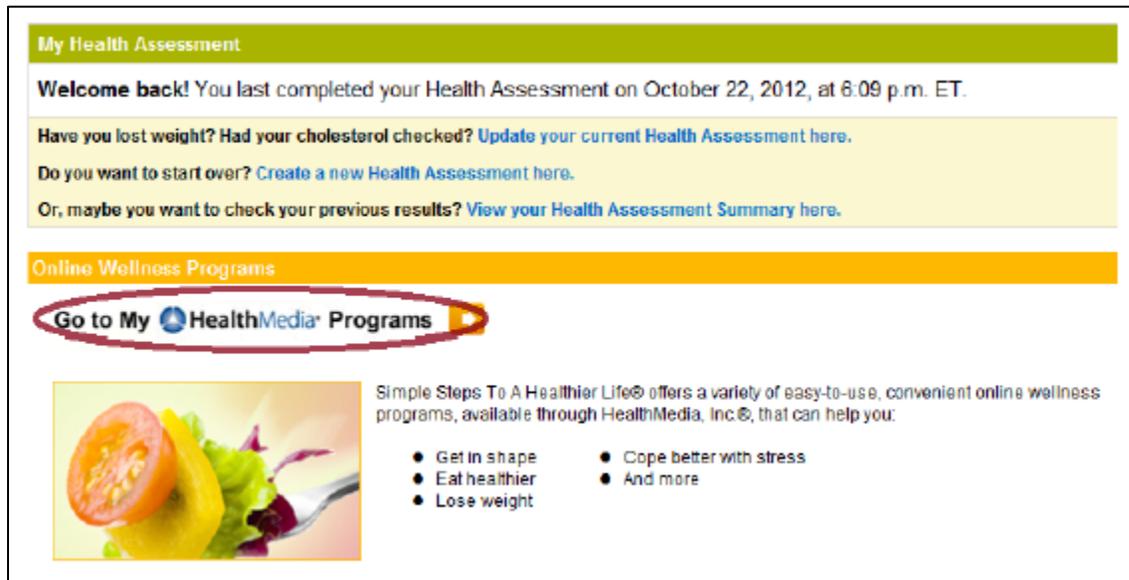
- After clicking “Submit” you will be taken to the first page of your Health Assessment. The online health assessment will take about 15-20 minutes to complete. An individualized report will be populated by your responses. You will be able to view your health assessment summary and learn about your overall health risks and learn strategies for success.



Online Wellness Program

Upon completion of your health assessment, you will receive a confirmation and a link to HealthMedia online wellness programs. You will also receive an email with suggested programs to enroll in. You may choose any of the six programs to complete. Each program begins with a 15 minutes online consultation.

- Upon completion of the Health Assessment, click “Go to My HealthMedia Programs.



My Health Assessment

Welcome back! You last completed your Health Assessment on October 22, 2012, at 6:09 p.m. ET.

Have you lost weight? Had your cholesterol checked? [Update your current Health Assessment here.](#)

Do you want to start over? [Create a new Health Assessment here.](#)

Or, maybe you want to check your previous results? [View your Health Assessment Summary here.](#)

Online Wellness Programs

Go to My HealthMedia Programs

Simple Steps To A Healthier Life® offers a variety of easy-to-use, convenient online wellness programs, available through HealthMedia, Inc.®, that can help you:

- Get in shape
- Eat healthier
- Lose weight
- Cope better with stress
- And more

- Choose from 6 Online Wellness Programs. The programs are:
 - Balance™ (weight management/physical activity)
 - Nourish™ (nutrition/diet)
 - Relax™ (stress management)
 - Breathe™ (smoking cessation)
 - Overcoming™ Insomnia
 - Overcoming™ Depression



Eat healthier.
HealthMedia's ADVURISH™ offers easy-to-understand, one-on-one nutritional counseling to help improve your eating habits — for life.

Manage my weight.
Perfect the blend of mind, body, and food. HealthMedia's BALANCE™ can help you reach your goal weight and maximize health and performance.

Deal with stress.
HealthMedia's RELAX™ puts your sources and symptoms of tension under a microscope, then unveils proven strategies to help keep you calm under pressure.

Quit smoking.
Based on 7 key principles, HealthMedia's BREATHE™ crafts a quit plan that plays to your strengths to help get you past old roadblocks.

Be happier.
Whether it's the blues or more serious, HealthMedia's OVERCOMING™ Depression provides individualized, confidential help that gets results.

Sleep better.
Short of energy and focus during the day? HealthMedia's OVERCOMING™ Anxemia is packed with effective strategies for conquering sleepless nights.

- At the beginning of each program, you will be asked to complete and submit a program consultation. Once completed and you receive your program plan, you have met the requirement to earn the incentive. You are encouraged to follow the program plan, and use the program tools and resources for the entire “life” of the program. Programs remain available to you for 210 days, at which point the program refreshes and you have the option to retake the program and/or enroll in a new one, if you wish.
- You are invited to complete evaluations 30, 90 and 180 days after the date you started the program to help gauge the impact of the programs over time. You will also receive a series of Reminder emails and Newsletters to support your progress.

If you have any questions while using the program, please feel free to use the following resources:

Customer Service Resources for Members

- **Technical Questions** – If you have any questions related specifically to Simple Steps To A Healthier Life (i.e., Health Assessment/online wellness program technical questions, confirmation of completion of incentive actions, etc.,) please contact the Simple Steps dedicated customer service area:
 - By calling 1-866-567-9419, Monday through Friday, 7:00 a.m. - 9:00 p.m. EST or
 - By clicking on the "Contact Us" link which is located on every page within Simple Steps.
- **Registration, Access, Missing Link and Log-in Issues** – Please call the Technical Help Desk:
 - By calling: 1-800-225-3375, Monday through Friday, 7:00 a.m. - 9:00 p.m. EST or
 - By clicking on the "Contact Us" link which is located on every log in & registration page.
- **Medical questions** – If you have any questions related to information on the Health Assessment, the results it generates, or health-related questions on any of the health information accessed through the Simple Steps To A Healthier Life site, please call the Informed Health Line. Our Informed Health Line offers members 24/7 access to registered nurses. You may find the number for the Informed Health Line service on you ID cards or through Aetna Navigator.
- **Other Inquiries** – For any other inquiries, such as specific claims/benefits questions, PCP changes, ID cards, etc. please contact Member Services, accessible either through the 'Contact Us' link on the personalized features of Aetna Navigator or on the member's ID card.