



Parkview Workplace Wellness is now partnering with Applied Health Analytics to provide a Wellness portal to our external clients. Within the new portal, you can take the Health Risk Assessment and schedule your wellness screening and consultation appointment.

To activate your new Wellness portal account

For participants:

- 1. Go to the Wellness portal login page
  - 2. Click "Get Started"
- 3. Enter your last name as it appears in Human Resources records
  - 4. Enter your date of birth
- 5. Enter your employee ID number or the last 4 digits of your SNN
  - 6. At the prompt, create your own username and password

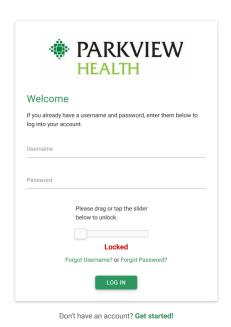
If you forget your username and/or password, use the "Forgot Username" and/or "Forgot Password" link(s) found on the Wellness portal login page.

Navigating through your Parkview Workplace Wellness portal is a seamless process allowing individuals to complete all requirements for their wellness screening and consultations in one convenient place.

### **Getting Started Screen/Login Screen**

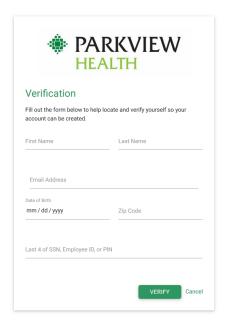
When individuals click on the company specific URL, it will navigate them to the login screen. If they have not created a username and password through the portal, they will click "Get Started" at the bottom of the login screen. This will take them to a Verification screen, where they will input their information (matching what is sent over on the eligibility file). Once the verification process is complete, they will be able to create a username and password. If they have already created a username and password through the portal, they will be able to login and access all wellness screening information and register for events.

#### **Login Screen:**



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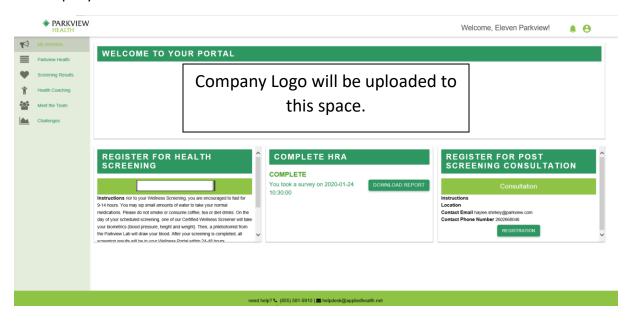
#### **Getting Started Screen:**



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#### **Home Screen**

When individuals log into the portal, they will always begin on the Home Screen. The Home Screen provides an overview of the components of the companies' wellness portal. This will be customized to match the options the company has decide to offer to individuals.



# **Register for a Screening:**

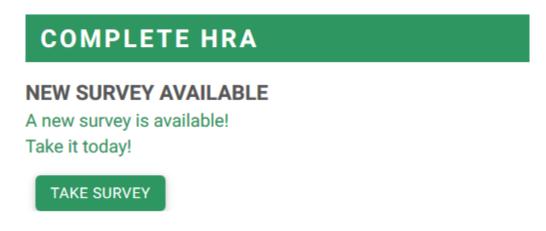
Through the wellness portal, individuals can register for their wellness screening. They will be able to select the screening location, date, and time that works best for their schedule and complete the registration process. Once they have registered for an event, they will receive a confirmation email (if they have an email set up in their profile) that includes a calendar invite. If they need to reschedule or cancel their appointment, they can log into the portal and complete this the same way that they registered for the event.



### **Complete a Health Risk Assessment**

Individuals can complete their Health Risk Assessment as soon as they have access to their wellness portal. To complete their Health Risk Assessment, individuals will click "Take Survey" within the "Complete HRA" widget on the Home Screen.

This option is only available for companies that choose to have their individuals complete a Health Risk Assessment.



### **View Health Risk Assessment Report**

Once individuals have completed their Health Risk Assessment, they can download a comprehensive report to review their results and gain further information and education on a specific topic.

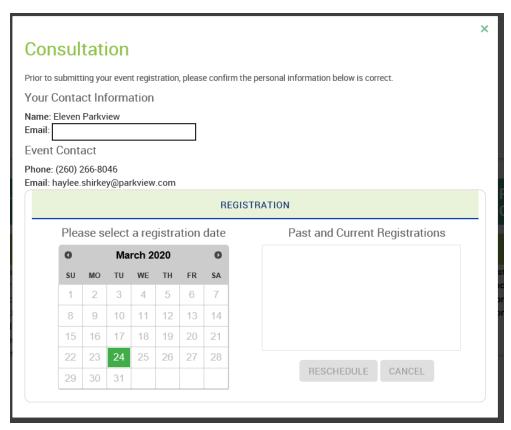


# **Register for a Consultation Appointment**

Through the wellness portal, individuals can register for their wellness consultation. This takes place after they have completed their wellness screening. Our Parkview Wellness Coach(es) will be onsite to review your results with you and provide you with your comparative data from past years if applicable.

They will be able to select the consultation location, date, and time that works best for their schedule and complete the registration process. Once they have registered for an event, they will receive a confirmation email (if they have an email set up in their profile) that includes a calendar invite. If they need to reschedule or cancel their appointment, they can log into the portal and complete this the same way that they registered for the event.

This option is only available for companies that choose to offer consultations to individuals that participate in the wellness screening.



## **View Screening Results**

Within 24-48 hours of an individual completing their wellness screening, they will have access to their biometric and lab results within their wellness portal. To view their results, they will click "Screening Results" on the left navigation bar. They will see a screen like the one below. They can download a report of their values by clicking "Download Reports" under Health Summary. They can also view past years data if applicable by selecting a different year under Health Summary.

