

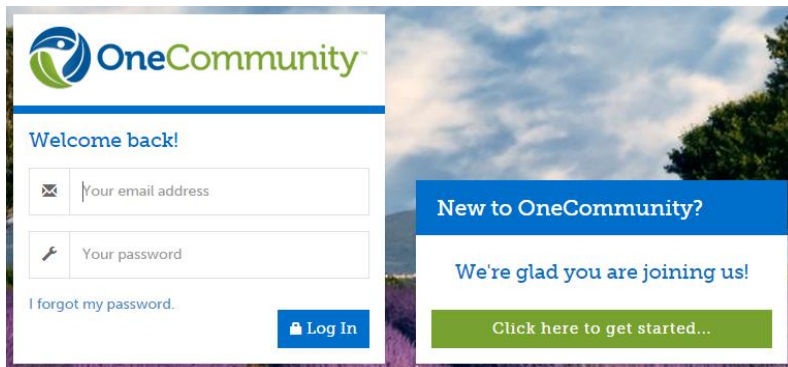
**EMPLOYEE HEALTH & WELLNESS RISK ASSESSMENT PROGRAM**

**For NEW PHC Employees and Change of Status Employees only**

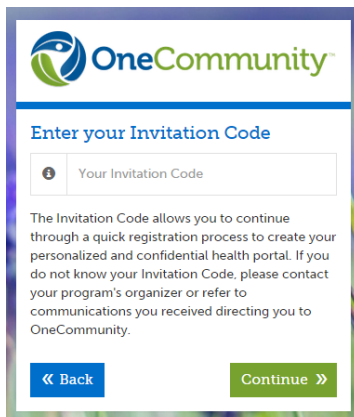
Due to health information privacy concerns, each participant will need their own email address to participate. If you do not have an individual email address, you can create one free through the following services:

Gmail	<a href="https://mail.google.com">https://mail.google.com</a>
AOL	<a href="https://mail.aol.com">https://mail.aol.com</a>
Microsoft (Hotmail)	<a href="http://login.live.com">http://login.live.com</a>
Yahoo	<a href="http://login.yahoo.com">http://login.yahoo.com</a>

1. Go to [www.OneCommunity.com](http://www.OneCommunity.com)
2. Click the green “**Click here to get started**” button.



When asked for your program's Invitation Code, enter **prohealth2016**



## Program Instructions

3. You will be guided through the registration process, which creates your OneCommunity account. You'll be asked for demographic information such as your name, date of birth, and address.
4. You'll also be asked to create a username (your email address) and a password.
5. That's it! You are now logged in to this year's program and can complete the health survey and utilize OneCommunity's Health Tools. When your survey is submitted you should see a confirmation number pop-up on your screen.
6. New hires and change of status employees should not schedule appointments online. Please call the Employee Health & Wellness schedulers at 262-928-5900 to schedule at one of our Employee Health & Wellness sites. Please inform the schedulers of your status when scheduling.

*To qualify for the discounted insurance rate you must complete the online survey in OneCommunity, have your Health Assessment completed and have a negative nicotine test through Employee Health & Wellness. If your spouse is on your Aetna plan you both must complete the process and have a negative nicotine result to qualify. This should be completed with 31 days of your new hire date or change of status date.*

### Helpful Hints

When completing the personal health profile, you will be asked to enter the following information:

Under the employment status question, click on:

- Full-time response if you are full-time
- Part-time response if you are regular part-time
- Spouse of employee if you are the spouse of the PHC employee.

Under the "Health Insurance provided by," click on Employer's Plan or Spouse's Plan

**NOTE:** If you and your spouse are both employed at PHC and you are covered under your spouse's Aetna plan through PHC, you should click on Spouse's Plan. If you and your spouse are both employed at PHC and you each carry your own Aetna plan through PHC click on Employer's Plan.

Under the "Insurance Carrier," enter the letters Aetna

Under the "Insurance Plan Type," click on the plan that you are enrolled in: PPO or High Deductible

If you have questions regarding the HRA process or the OneCommunity site, please call Employee Health & Wellness at 262-928-5937 for assistance.