



Instructions for Accessing your Health Risk Assessment (HRA)

Health Screening Results

The health screening results below are required for you to submit your HRA.

Complete them here and then transfer the information to your HRA.

These numbers can be acquired at one of the County's Health Screening sessions or through your physician.

Height: _____

Weight: _____

Waist Measurement: _____

Blood Pressure: _____

Blood Glucose: _____

Total Cholesterol: _____

HDL Cholesterol: _____

LDL Cholesterol: _____

Triglycerides: _____

IT PAYS TO GET HEALTHY!

Eligible Milwaukee County employees and their spouses (if covered under the employee's medical plan) qualify to receive **\$100 each** every year. To receive your \$100, simply submit a **completed** HRA, including **all** of the health screening results required.

Good health pays in more ways than one!

IMPORTANT INFORMATION

PLEASE READ THIS BEFORE BEGINNING YOUR HRA YOU WON'T REGRET IT!

Know Your Numbers.

In order to fully complete your HRA – and qualify for your \$100 – **you will need to know the results of your Health Screenings** (Blood Pressure, etc.). Please see screening list at left. These numbers can be acquired at one of the County's Health Screening sessions or through your physician.

Saving your HRA before completion.

If you want to **SAVE** your HRA information before you are ready to submit it, just close your HRA by clicking on the **X** on the top right corner of your computer screen. After doing this, your HRA will close and your information will be saved. Please note: the HRA takes approximately 20 minutes to complete.

Once you submit, you can't go back.

Once you submit your HRA, you will not be able to make changes and answer additional questions. Please **DO NOT SUBMIT YOUR HRA** until you have completed all questions and included all Health Screening results.

Remember your username and password.

You will need these to access your **HRA Succeed Summary** and other online Wellness Programs throughout the year. You will also need your username and password to complete the HRA next year.

(Write your username and password here for easy reference in future)

User Name _____ Password _____

CONTACT US

Have Questions?

Need Help?

Need a paper version of the Health Risk Assessment?

Call us at 1-800-515-4097.



Continued on reverse...



Accessing the Health Risk Assessment (HRA)

To get started:

- Go to <http://myaccess.apshealthcare.com>
- Enter access code: **milco**
- Click on **Health Risk Assessment** (in the blue navigation box at the left)

First-Time Users

1. Click on the **Sign Up** button at left to get started.
2. Complete the user registration to log on.
Note: Your member ID is your social security number (SSN). Spouses use the employee's SSN.
3. Select **Sign Up**
4. Once your information has been verified, the **Profile** screen will appear. **Follow the instructions on the screen carefully to complete your Profile.**
Note: Spouses create their own username and password.
5. When finished, select the **Update** button.
6. The **Agreement** screen will appear.
7. Read the **Privacy Policy** and select **Continue** to agree to the terms.
8. Select the **APS/HealthMedia** link in red.
9. To access your annual **Health Risk Assessment**, select the **HealthMedia Succeed** link (near the sunflower) under **Your Available Programs**.

Returning Users

- (For Year 2 users completing their 2009 HRA between January 1, 2009 and December 31, 2009)
1. Log in at left, entering your username and password. (If you cannot remember these, select the appropriate "Forgot Your Password/Username" link for help.)
 2. Select the **APS/HealthMedia** link in red.
 3. Once logged on, select the **HealthMedia Succeed** link (near the sunflower) under **Your Available Programs**.

Good job! Please complete and submit your HRA to be on your way to better