

## Personal Health Assessment Process

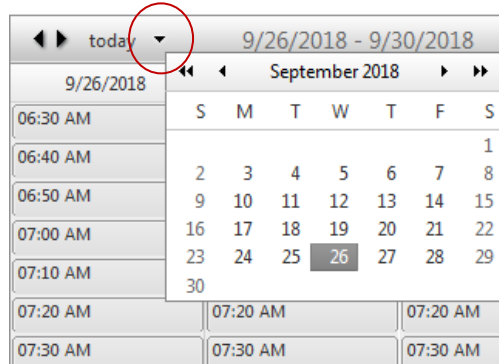
### Step 1: Schedule your screening appointment.

Location	Date	Time
Lawrence University – Appleton	9-26-18	6:30 am – 10:30am
Lawrence University – Appleton	9-27-18	6:30 am – 10:30am
Lawrence University – Appleton	9-28-18	6:30 am – 10:30am
Lawrence University – Bjorklund	10-1-18	7:30 am – 9:00 am
Lawrence University – Appleton	10-2-18	6:30 am – 10:30am
Lawrence University – Appleton	10-3-18	6:30 am – 10:30am
Lawrence University – Appleton	10-4-18	6:30 am – 10:30am
Lawrence University – Appleton	10-5-18	6:30 am – 10:30am

1. Go to <https://www.thedacare.org/pha>
2. Select **Lawrence University** from the Employer drop down list. Click Next.
3. Click “Proceed without MyThedaCare” and enter your demographic information.
4. Select the **Location** where you would like to have your PHA screening performed and use the calendar to find a date & time. See the table above for a list of locations, dates, and times.

\*Appointment time is 10 minutes.

Hint: Use the drop down arrow to view the calendar to choose date or  to move ahead or back 5 days.



Click **OK** to verify your selection. Click **Next** to go to confirmation page.

5. Review your appointment details. If ok, click **Submit**.
6. You can print your appointment confirmation or save the appointment to your calendar. If you have registered for MyThedaCare, your email confirmation will be sent to your MyThedaCare email address.
7. If you need to reschedule or cancel your appointment, please call (local) **920-738-6521** or (toll-free) **888-553-5370** at least 7 days prior to the scheduled time.

**\*Please schedule your PHA appointment as soon as possible**

## Step 2: Prepare for and attend your screening appointment.

- Do not eat or drink anything (*except water*) at least 8 hours before screening.
- **Water is encouraged; it is good to be well hydrated for your blood draw appointment.**
- Take your medication as prescribed.
- Consult your physician or pharmacist if you have questions about fasting or your medications.

## Step 3: Complete your PHA questionnaire online (and view your results)

**Note:** Please allow **5 business days** to pass after your screening appointment before you begin the online questionnaire, which allows ThedaCare to process the lab data. The questionnaire must be completed before you can view your results.

1. Go to [www.thedacarepha.net](http://www.thedacarepha.net)
2. Click **Start Your Online Questionnaire HERE**, located in the yellow box.
3. Enter your Access code: **hbv4mdcv**  
Hint: the access code is case sensitive.
4. Enter the required account information. Click **Proceed to Registration**. Please use your legal first and last names.
5. Enter the required information:

First Time User	Repeat User
Enter email address and create login and password.	Enter your email (if entered previously) and the login information will auto populate. Enter a <b>New Password</b> and confirm password.

6. Click **Sign up**.
7. Choose the most current lab date and click **Go**.
8. Click **Begin your Questionnaire**. Complete all questions and click **Submit Questionnaire and View Results**.
9. From the main menu, click **Online Report** or **Printable Report** to view your Personal Health Assessment individual report.

\* If you experience any difficulties using the thedacarepha.net website, please click the “**Contact Us**” link (located on the top right toolbar of the website) and you will be contacted by a representative within 24 hours to help resolve your issue. You will not lose any data you have entered.