

Health Risk Assessment (HRA) Instructions
Season 11/1/2018-1/31/2019

For Your Convenience: Employees do not need to fast for HRA labs this year

The Health Risk Assessment (HRA) consists of **two parts**: a health assessment (consisting of non-fasting lab work, blood pressure, weight, height) completed by Employee Health **AND** an on-line questionnaire in MyChart. To lower your health insurance premium, both parts must be completed no later than 1/31/2019.

Steps to Complete your 2018-2019 Health Risk Assessment (HRA) and Questionnaire:

1. Confirm your MyChart is Active by going to <https://mychart.nhrmc.org/mychart/>. You may need to hold **Ctrl down while you click on the link**. You can reset forgotten usernames and passwords on this screen. If you have never activated your MyChart, you can create an account on this screen as well.
2. Check with your manager to find out your departments assigned 2-week window to complete your HRA. However, you may have your HRA labs done anytime between 10/1/18 – 1/31/19.
3. Scheduling your HRA: You may walk-in, schedule online through MyChart, or Call Employee Health at 667-7445. This appointment will involve bloodwork, blood pressure, height, and weight.
 - **Reminder: You may use labs from other providers to avoid repeat labs if the appropriate labs are drawn between 10/1/18-1/31/2019. If your lab results are not in Epic, you must bring in a paper copy of labs at the time of your appointment. The required labs are: Total Cholesterol, HDL, HgbA1C.**
4. After you complete your appointment with Employee Health, check **MyChart** for your questionnaire the following week. **Questionnaires will be sent to employees with Active MyCharts every Monday for the HRA visits completed the week before.**

To access the questionnaire:

 - From the **Welcome** screen, click on **Messaging** and then click on **Message Center**. You will see a message with a link to the questionnaire.

Both parts of the HRA must be completed by 1/31/2019 to receive lower health premiums

Additional Information:

- Lab results should be available in MyChart within 4 days of the Employee Health appointment
- Completing both parts of the HRA qualifies you for lower health insurance premiums; the actual lab results **do not** impact your health insurance premiums
- If you have the diagnosis of diabetes and take diabetic medications or your HgbA1C is 6.5 or greater during your HRA, you will be automatically enrolled in the Healthy Lifestyles Plan-Diabetes
- If you have the diagnosis of hypertension and take blood pressure medications, you will be automatically enrolled in the Healthy Lifestyles Plan-Blood Pressure
- You may opt-out of either plan by completing an Opt-Out Form found on the Healthy Lifestyles Plan Website www.nhrmc.org/healthylifestylesplan. **Remember, there is no additional cost to you or your covered dependents for the Healthy Lifestyles Plan.**

Please call the Healthy Lifestyles Plan Administrator at 667-5959 with any questions.

SELF SCHEDULING IS HERE

This year you can schedule your HRA visit several different ways. Call for an appointment. 667-7445. You can also schedule an appointment using My Chart also. See instructions below. Finally, you can drop in.

Try It Out

1. Log into your MyChart account at <https://mychart.nhrmc.org/mychart/>
2. Click on “Schedule an appointment” under “Quick Links” on the right side of the MyChart home page
3. Under “Tell us why you’re coming in” click on the box that reads “Insurance – HRA”
4. Choose a date/time
5. Add a comment in the “Comments” box, for example, “HRA Visit”
6. Click on Schedule
7. You can then save time by clicking on the “Update Information” box to complete the ECheck-In tasks for your upcoming HRA appointment
8. In each section, either update the information or check “This information is correct,” then click “Continue”
9. On the last page for ECheck-In, click “Submit” at the bottom of the page

If you need additional help regarding My Chart, please review “Support Request” on <https://mychart.nhrmc.org/mychart/> or call the MyChart Support Desk 910.667.0667