

QUICK GUIDE

Activities to be eligible for the Wholeness Health Plan's wellness discount

Wholeness Health Plan

STEP 1: Visit livingwhole.llu.edu

- Click on "Wholeness Health Plan Requirements"

STEP 2: HEALTH RISK ASSESSMENT

SUBSCRIBERS ONLY	COVERED SPOUSES ONLY
<ol style="list-style-type: none">1. Go to section A-Assessment and Account.2. Click on the Complete HRA button.3. Use your personal LLUH Username and Password (API & Outlook Logins) and click Submit.4. Read Terms and Conditions & "Agree" at the bottom of page.5. Complete the registration by entering your data in the required fields.6. Click on "Start a New Assessment" to begin.7. Complete the questions and click "finish" on the last page	<ol style="list-style-type: none">1. Go to section A-Assessment and Account.2. Click on the Complete HRA Button. Username: Your Personalized EID Number Password: Wholeness123!3. Change password as prompted and record it for reference.4. Read Terms and Conditions & "Agree" at the bottom page.5. Complete the registration by entering data in required fields.6. Click on "Start a New Assessment" to begin.7. Complete the questions and click "finish" on the last page.

***New hires and spouses have 90 days from their health plan effective date to complete HRA and biometric screening.**

STEP 3: REGISTER FOR MYCHART

- Go to section A-Assessment and Account on the website. If you do not have your MyChart code that you received in your Health Plan enrollment letter, please call 1-877-558-0090 to receive your code. Please skip Step #3 if you already have a MyChart Account.
- Click on "Create MyChart account". Once opened, go to New User and click on "Sign Up Now."
- Enter activation code, ZIP code and date of birth (mm/dd/yyyy). Click "Next" to go to the next sign-up page.
- Create a username. This cannot be changed, so think of one that is secure and easy to remember.
- Create a password. You can change your password at any time.
- Enter your Password Reset Question and Answer and click "Next".
- Select your communication preference and enter your email address.
- Click "Sign In".

Please refer to page 2 of the Quick Guide for additional instructions.



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STEP 4: SCHEDULE A BIOMETRIC SCREENING APPOINTMENT

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<ol style="list-style-type: none">1. Go to section B-Biometric Screening and click the "Subscribers (primary coverage holder)" button.2. Use personal LLUH username and password (API/Outlook).3. You will then be required to complete the additional information requested to register your account.4. Once logged in, navigate to the "Onsite Screening" service card and select "continue."5. Read the HIPPA statement and Agree to continue.6. You can now search and schedule your appointment.7. Please check your email to ensure all information is correct.	<ol style="list-style-type: none">1. Go to section B-Biometric Screening and click the "Spouses" button.2. Fill in the Log In and Registration required fields.3. You will then be required to complete the additional information requested to register your account.4. Once logged in, navigate to the "Onsite Screening" service card and select "continue."5. Read the HIPPA statement and Agree to continue.6. You can now search and schedule your appointment.7. Please check your email to ensure all information is correct.

***Due to current public health concerns, we ask that ONLY individuals who are being screened visit screening sites.**

*** Please note MASKS ARE REQUIRED during all screening appointments.**

To schedule appointments over the phone, call 844-251-6524 Mon-Fri 6am-6pm. Please have your EID ready.

To request a LabCorp Voucher:

- Log into your LabCorp WellConnect account (if you have not created an account, please use instructions in Step 4.)
- Once logged in you will see a welcome page with a LabCorp Voucher downloadable Form.
- Click on Download Form, then select I Agree, then Save, on the Pop-up Authorization box
- A pdf will appear in the bottom left hand corner of the page that is titled "offsitelabcorp.pdf":
- You can open the pdf and print it.
- **Please read and follow the instructions on the first page.**

***Be sure to take in the printed form to your appointment or show it on your phone to the staff checking you in.**

STEP 5: PERSONALIZED WELLNESS REPORT

- 14 days after you completed your biometric screening, visit the HRA homepage and log into your account.
- Click the green box stating "View Your Latest Report" then click "View PDF Report."

The "C-Care Management" section of the web page is **ONLY** for individuals who received care management notices in the mail.

