

PERSONAL HEALTH ASSESSMENT




User Instructions – Special Access Code

1. Create an account at www.myProvidence.com

Follow the instructions below to create an account. Registration is quick, easy and secure.

You will need a few pieces of information to get started:

- Personal information (Name, birthdate, gender, zip code)
- Email address
- Special access code (**combined**)

1	Go to www.myProvidence.com
2	Under the Create an account section click the Register button: 
3	<p>Fill in all required fields in the registration form - required fields are indicated by *</p> <p>> In the section, What's your relationship with Providence?, you have three options to choose from. Choose "I have a special access code."</p> <div data-bbox="261 1073 914 1360"><p>What's your relationship with Providence?</p><p>Check <i>one</i> of the following three options:</p><ul style="list-style-type: none"><input type="checkbox"/> I have a member ID card from Providence. * Learn more about member access.<input type="checkbox"/> I have a special access code. * What is a special access code?<input type="checkbox"/> None of the above. I'm a guest. *<p><small>If you do not have member information or a special access code, a guest account will be set up with access to a limited set of tools and services. Later, you can add member information or a special access code when logged into the myProvidence site through the "Services" page.</small></p></div> <p>← Select "I have a special access code." Your special access code is "combined"</p> <p>← Do <u>not</u> create a Guest Account</p> <p>> Select  In the lower right corner of the screen</p>
4	<p>Enter the special access code: combined</p> <div data-bbox="253 1598 799 1850"><p>Special access code</p><p>Code: *</p><input type="text"/> <small>Enter up to 8 characters.</small><p>What is a special access code?</p></div> <p>> Select  In the lower right corner of the screen</p>

Have questions or need assistance? Contact myProvidence customer service at 877-569-7768.

2. Take the Personal Health Assessment

Step 1: Once logged into myProvidence, click on **Personal Health Assessment**, which can be found in the left-hand navigation, under Quick Links and Health & Wellness.

The screenshot shows the myProvidence dashboard. On the left is a navigation menu with sections: Quick Links (Personal Health Assessment, Wellness Central), Billing & Costs (Pay Providence Bills), Providers (Express Care Virtual, Find a Provider), Health & Wellness (Health Topics, Personal Health Assessment, Wellness Central, Pain Education), and My Account (Update Email/Password, Link Member ID). The main content area features a 'Welcome to myProvidence!' header and three service tiles: 'WELLNESS CENTRAL' with a 'GET STARTED' button, 'EXPRESS CARE VIRTUAL' with a 'GET STARTED' button, and 'HEALTH LIBRARY' with a 'Learn more' link. A hand cursor icon is positioned over the 'Personal Health Assessment' link in the navigation menu.

Step 2: Select **Continue** and follow the on-screen prompts to complete the Personal Health Assessment. It takes about 15 minutes to complete.

The screenshot shows the 'Personal Health Assessment' welcome screen. At the top is a navigation bar with tabs: My Dashboard, Personal Health Assessment, Coaching, Monitor My Health, Diet & Nutrition, Exercise, Health Library, and Preferences. Below the navigation bar are links for 'Take the Personal Health Assessment', 'Risk Advisor', 'My Health Assessment Report', and 'My Screening Results'. The main content area starts with a 'Welcome!' heading, followed by a paragraph explaining the purpose of the assessment and another paragraph detailing the process. A blue 'Continue' button is highlighted with a hand cursor icon. At the bottom, there is a footer with links for 'User Agreement', 'Terms of Uses & Privacy Policy', 'Notice of Privacy Services', 'Non-discrimination and Communication Assistance', and 'Contact Us'. The Providence Health & Services logo is in the bottom right corner.

Frequently Asked Questions

What is a personal health assessment?

The personal health assessment is a tool that helps you evaluate your current health and quality of life. The assessment reviews your personal practices and helps identify lifestyle changes that can improve your health.

The benefits of using a personal health assessment include:

- A greater awareness about your overall health.
- Seeing a "big picture" view of your health, and learning how your personal choices impact your health.
- Identifying the areas of your health that would be helpful to maintain or improve.

Will the results of my personal health assessment be shared with anyone?

The results of your personal health assessment are confidential, unless you decide to share them.

Your employer may receive an aggregate report highlighting trends of employees at your organization. The report will not contain information that identifies individual employees or their results. 25 or more employees must complete the personal health assessment in order for your employer to receive an aggregate report.

If I start the personal health assessment but do not complete it, will my progress be saved?

Yes! If you begin the Personal Health Assessment but you are unable to complete it within the same interaction, your progress will be saved for you to continue the next time you log in to the site.

If I have questions while taking the personal health assessment who should I contact?

Call the myProvidence Help Desk at 1-877-569-7768. Be sure to mention that you are a Special Access Code user. Your special access code is "combined."