



Personal Health Assessment (PHA) Process

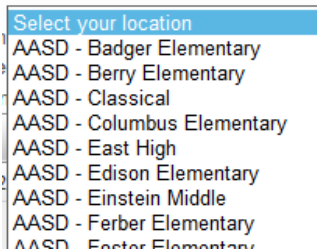
Step 1: Schedule your screening appointment.

- From the following list, determine the **location and date** that you prefer to have your PHA completed.

Onsite PHA Screening date options (10 minute appointment):

Location	Date	Time
Houdini Elementary	1/23/18	6:00a.m. – 9:30a.m.
Huntley Elementary	1/24/18	6:00a.m. – 9:30a.m.
Johnston Elementary	1/25/18	6:00a.m. – 9:30a.m.
Lincoln Elementary	1/26/18	6:00a.m. – 9:30a.m.
Madison Middle	1/30/18	6:00a.m. – 9:30a.m.
Einstein Middle	1/31/18	6:00a.m. – 9:30a.m.
Kaleidoscope	2/1/18	6:00a.m. – 9:30a.m.
Highlands Elementary	2/2/18	6:00a.m. – 9:30a.m.
Badger Elementary	2/3/18 (Saturday)	6:00a.m. – 9:30a.m.
Franklin Elementary	2/6/18	6:00a.m. – 9:30a.m.
Richmond Elementary	2/7/18	6:00a.m. – 9:30a.m.
Foster Elementary	2/8/18	6:00a.m. – 9:30a.m.
McKinley Elementary	2/9/18	6:00a.m. – 9:30a.m.
Jefferson Elementary	2/13/18	6:00a.m. – 9:30a.m.
Ferber Elementary	2/14/18	6:00a.m. – 9:30a.m.
Berry Elementary	2/15/18	6:00a.m. – 9:30a.m.
Edison Elementary	2/20/18	6:00a.m. – 9:30a.m.
Horizons Elementary	2/21/18	6:00a.m. – 9:30a.m.
Wilson Middle	2/22/18	6:00a.m. – 9:30a.m.
Columbus Elementary	2/23/18	6:00a.m. – 9:30a.m.
Leadership	2/23/18	6:00a.m. – 9:30a.m.
Classical	2/24/18 (Saturday)	6:00a.m. – 9:30a.m.

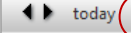

- To schedule your PHA appointment, go to <https://www.thedacare.org/pha>
- Select **Appleton Area School District** from the Employer drop down list. Click Next.
- If you have a MyThedaCare account, enter your user name and password. If you don't have an account, click "Proceed without MyThedaCare" and enter your demographic information. (Please be sure to use your Legal First and Last Name.)
- Select your preferred location from the Location drop down list (**there are many sites to choose from – some sites have two dates – You need to know the date of your preferred location also**).




- Use the calendar to find a Screening Appointment date & time. You must use the calendar to navigate to the date you want. (You may need to click on the arrow multiple times to get the month and date that you are choosing.)

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

Location: Screening Appointment

Navigation:  today  1/9/2018 - 1/13/2018

1/9/2018	1/10/2018	1/11/2018
	06:00 AM	
	06:10 AM	
	06:20 AM	
	06:30 AM	
	06:40 AM	
	06:50 AM	


- Click on the appointment time you would like. Click **OK** to verify your selection. Click **Next**
- Review your appointment details. If ok, click  **DON'T FORGET TO CLICK SUBMIT!**
- You can print your appointment confirmation or save the appointment to your Outlook calendar. (*Please Note: Your confirmation email will be sent to your email account that is set up in MyThedacare*).
- If you need to reschedule or cancel your appointment, please call 920-738-6521 or (toll-free) 888-553-5370 at least 7 days prior to the scheduled time if possible. It is very important that you cancel an appointment that you cannot attend so that the timeslot is made available to other employees.**

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 5 business days AFTER you have completed the Biometric Screening as the results are required for the questionnaire. Both parts of the Personal Health Assessment (biometric screening and PHA questionnaire) need to be completed no later than Friday, April 6, 2018 in order to qualify for the District Health Insurance premium share differential starting July 1, 2018 through June 30, 2019.

To do the questionnaire, go to www.thedacarepha.net (please note this is a different website from where appointments are scheduled)

- Click **Start Your Online Questionnaire HERE**, located in the yellow box. 
- MUST** Enter Access code: **B4DWKARR**
The access code is case sensitive.
- Enter the required account information. Click **Proceed to Registration**.
Please use your legal first and last names.
- Create Login, enter email, and create Password. Click **Sign up**.
- Choose the most current lab date shown and click **Go**.
- Click **Begin your Questionnaire**. Complete all questions. Click **Submit**.
- From the main menu, click **Go** and choose **Online Report** or **Printable Report** to view your results/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.