



# Appleton Area School District - Personal Health Assessment (PHA)

## RETIREES

### Step 1: Schedule your PHA screening appointment

- From the following list, determine the **location and date** you prefer to have your PHA completed (your PHA appointment will last approximately 10 minutes).

Location	Date	Time
Johnston Elementary	1/24/19	6:00a.m. – 9:30a.m.
Lincoln Elementary	1/25/19	6:00a.m. – 9:30a.m.
Madison Middle	1/29/19	6:00a.m. – 9:30a.m.
Einstein Middle	1/30/19	6:00a.m. – 9:30a.m.
Kaleidoscope	1/31/19	6:00a.m. – 9:30a.m.
Highlands Elementary	2/1/19	6:00a.m. – 9:30a.m.
Badger Elementary	2/2/19 <b>(Saturday)</b>	6:00a.m. – 10:00a.m.
Franklin Elementary	2/5/19	6:00a.m. – 9:30a.m.
Richmond Elementary	2/6/19	6:00a.m. – 9:30a.m.
Foster Elementary	2/7/19	6:00a.m. – 9:30a.m.
WCA (Wisc. Connection Academy)	2/7/19	1:00p.m. – 4:00p.m.
McKinley Elementary	2/8/19	6:00a.m. – 9:30a.m.
Jefferson Elementary	2/12/19	6:00a.m. – 9:30a.m.
Ferber Elementary	2/13/19	6:00a.m. – 9:30a.m.
Berry Elementary	2/14/19	6:00a.m. – 9:30a.m.
Edison Elementary	2/15/19	6:00a.m. – 9:30a.m.
Horizons Elementary	2/19/19	6:00a.m. – 9:30a.m.
Wilson Middle	2/20/19	6:00a.m. – 9:30a.m.
Columbus Elementary	2/21/19	6:00a.m. – 9:30a.m.
Leadership	2/22/19	6:00a.m. – 9:30a.m.
Classical	2/23/19 <b>(Saturday)</b>	6:00a.m. – 10:00a.m.
East High	2/26/19	6:00a.m. – 9:30a.m.
North High	2/27/19	6:00a.m. – 9:30a.m.
West High	2/28/19	6:00a.m. – 9:30a.m.
Badger Elementary	3/1/19	6:00a.m. – 9:30a.m.
Connecting Care Clinic	3/2/19 <b>(Saturday)</b>	6:00a.m. – 10:00a.m.
Classical	3/5/19	6:00a.m. – 9:30a.m.
WCA (Wisc. Connection Academy)	3/6/19	6:00a.m. – 9:30a.m.
Ferber Elementary	3/7/19	6:00a.m. – 9:30a.m.
McKinley Elementary	3/8/19	6:00a.m. – 9:30a.m.
Connecting Care Clinic	3/9/19 <b>(Saturday)</b>	6:00a.m. – 10:00a.m.
Facilities & Operations (F&O)	3/12/19	6:00a.m. – 9:30a.m.

- Go to <https://www.thedacare.org/pha>
- Select **Appleton Area School District location** from list.
- Click on the location you would like. (**Please Note: If the message “Sorry, we couldn’t find any open appointments” appears, then that location is full and not available.**)
- Select the date & time (Tip: if you hover over the time more appointment times will appear)
- Confirm your appointment. In “Reason for visit” box, enter “PHA”.

7. Click “schedule it”. **(If you have a ‘MyThedaCare’ account, enter your user name and password, appointment will be scheduled and you are finished.)**
8. If you don’t have a ‘MyThedaCare’ account, choose the “Continue as a Guest” option. Enter your demographic information. (Please be sure to use your Legal First and Last Name.)
9. Complete the security CAPTCHA.
10. Click “schedule it”.
11. You are finished. A confirmation will be sent to the email address you entered.
12. **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: Preparing for 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.**
- 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, allowing time for labs to process. This will summarize your results and give you a Health Score.

To complete the questionnaire, go to [www.thedacarepha.net](http://www.thedacarepha.net) (this is a different website from where appointments are scheduled)

1. Click **Start Your Online Questionnaire HERE**, located in the yellow box. →
2. **MUST** Enter Access code: **B4DWKARR**  
The access code is case sensitive.
3. Enter the required account information. Click **Proceed to Registration**.  
**Please use your legal first and last names.**
4. New users will need to enter a login, email and password. Repeat users simply enter new password.
5. Choose the most current 2019 lab date shown and click **Go**.
6. Click **Begin your Questionnaire**. Complete all questions. Click **Submit**.
7. **Click on ‘Online Report’ or ‘Printable Report’** to view your PHA results. *If you cannot view your results you may have not answered all the questions and still need to click Submit. You may want to print off your report for proof of completion and so you have access to the information in the future.* You can also print the **1-Page Summary** of your results to share with your Primary Care Provider.



**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.**