## Health Assessment/online Health Coaching Program completion \*effective 1/1/2015\*

## INSTRUCTIONS

Important: To earn the incentive, you must complete or retake your Compass<sup>™</sup> health assessment *and* one online Health Coaching program (OHCP). The OHCP is complete after you finish all the Steps and Stages in your Journey<sup>®</sup> and receive a Badge in your profile page.

- Go to <u>www.aetna.com</u>
- To access Aetna Navigator<sup>®</sup>: Click "Log In/Register"



• Log in to Aetna Navigator. If you're a new user, you can sign up.



• To access your Compass health assessment, roll over the "Health Programs" tab and click on "Take a health assessment"



or click on "Take a Health Assessment" on the left navigation bar.



 If this is your first time taking your Health Assessment, we'll ask you for your preferred phone number and e-mail address:

Welcome SARAH
Please provide the following information.
* Preferred Phone Number: Ext:
Email address Your email address will be used for all communication. You can use your home or work email address. Please be aware that employers can monitor your work email communications.
Enter your email address:
EMail Notification We use email to notify you of health alerts and reminders, benefit information and messages to help you manage your health and benefits. IMPORTANT: Please be advised that email notifications about urgent alerts cannot be suppressed.
Simple Steps To A Healthier Life. I would like to receive information from Simple Steps To A Healthier Life that can help me stay on track to reach my health goals.
* required field
Cancel Submit

 If you have already completed your Health Assessment, you can take it again at any time just by clicking the link.



• Once you complete Compass, you can go to your HealthMap to choose your health Direction:



• Choose Your Online Coaching Program (or "Direction"). The Directions are:

Be Tobacco Free Blood Pressure in Check Diabetes Life Eat Healthier Get Active Healthy Back Heart Healthy Cholesterol Living Well with Asthma Sleep Well Stress Less Weigh Less Health In A Hurry

• At the beginning of each program, we'll ask you to select your Motivator. Then, you can start the Journey that will best help you reach your health goals.

To begin your Journey, we'll ask you a couple of questions to gauge how confident you are about changing your behavior. Your answers help us personalize the Journey just for you, to help you succeed.

 Once you are in your Journey, you'll see a list of Steps. You need to complete these Steps in order to earn Experience Points, or "XPs". You can read through the Steps and pick the ones that interest you. Some Steps will require you to watch a brief video, or read an article about healthy behavior. Others might ask you to commit to changing a small habit, such as taking a one-minute 'dance break' once during the week, or writing down your worries at night to help you sleep better. As you earn more XPs, you'll progress through the Stages. Your Journey is complete once you finished all the Stages. At the end, you'll earn a Badge in your Profile page to mark your accomplishment.



## If you have any questions while using the program, you can get help here:

## Customer Service Resources

- Technical Questions If you have any questions related specifically to Simple Steps To A Healthier Life (i.e., Health Assessment/online health coaching program technical questions, confirmation of completion of incentive actions, etc.,) please contact the Simple Steps dedicated customer service area:
  - o By calling 1-866-567-9419, Monday through Friday, 7:00 a.m. 9:00 p.m. EST or
  - o By clicking on the "Contact Us" link which is located on every page within Simple Steps
- Registration, Access, Missing Link and Log-in Issues Please call the Technical Help Desk:
  - o By calling: 1-800-225-3375, Monday through Friday, 7:00 a.m. 9:00 p.m. EST or
  - o By clicking on the "Contact Us" link which is located on every log in and registration page
- Medical questions If you have any questions related to information on the Health Assessment, the results it generates, or health-related questions on any of the health information accessed through the Simple Steps To A Healthier Life site, please call the Informed Health Line. Our Informed Health Line offers members 24/7 access to health information from registered nurses. You may find the phone number for the Informed Health Line service on the back of your health benefits member ID card or through Aetna Navigator.
- Other Inquiries For any other inquiries, such as specific claims/benefits questions, PCP changes, ID cards, etc. please contact Member Services. You can reach Member Services through the "Contact Us" link on Aetna Navigator, or through the phone number on the back of your health benefits member ID card.