



## How to Complete the Health Risk Assessment (HRA)



Follow these easy steps to complete your Health Risk Assessment (HRA).

1. Log into the OurHealth Portal at <https://portal.ourhealth.org>
2. Type your username and password.

*Note: If you forget your password, click on the **Forgot your password?** link and type your email address. You'll receive an email with instructions for resetting your password. If you need assistance logging in, please contact OurHealth at 866-434-3255.*

**Login to the OurHealth Portal<sup>SM</sup>**

**Username:**

**Password:**

[Cancel](#)

[Forgot your password?](#)

[First Time User?](#)

The OurHealth Portal<sup>SM</sup> is the online hub of Our Total Health Management Solution, a comprehensive program of virtual and on-site healthcare services focused on providing you convenient access to primary and preventive care, support and tools to realize your health and wellness goals, and guidance to be a more value-conscious consumer of healthcare services.

Access to this portal is limited to OurHealth Portal<sup>SM</sup> users and it's administrators. Please login to continue.

Not what you were looking for? Try reviewing the information found on the OurHealth website at <http://www.ourhealth.org/home.htm> or call us at 866-434-3255.

3. Inside the portal, you'll see two buttons (see below) that will each take you to the HealthMedia website to complete your HRA. Click on either one to get started.

**For Your Health! News**

**⚠ You haven't completed your SUCCEED<sup>™</sup> Health Risk Assessment.**

Don't wait another day to earn your incentive while learning about your health risks and what you can do about them.

[Fill out your HRA now](#)

*The notice and button shown above appear in the top portion of the main section of your home screen or dashboard*

My HealthMedia

Look better. Feel better. Do better.

[Complete Succeed HRA!](#)

*The notice and button shown above appear in the left hand column of every page inside the portal.*



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4. After you've clicked on one of the buttons in Step 3, a message appears and notifies you that you're leaving the OurHealth portal. At this point, you won't be able to click your browser's back button to re-enter the portal.

### You are leaving the OurHealth Portal.

You will be redirected to a 3rd party site in 10 seconds.

You are now leaving [www.ourhealth.org](http://www.ourhealth.org).

As part of Our Total Health Management Solution™, sponsored by your or your family member's employer, OurHealth is making available online wellness and digital coaching tools as a resource to you. HealthMedia is a business associate of OurHealth and has agreed to maintain the confidentiality of your protected health information in accordance with applicable laws.

[Click here to proceed to My Health Media](#)

5. If you've previously completed a HealthMedia Succeed HRA (first available for incentive year 2012), you'll be asked if you'd like to retake the assessment or access your current one. To receive credit for completing your HRA for the new incentive year, you must click on the **Retake Succeed** button.

The screenshot shows the My HealthMedia website interface. At the top left is the 'My HealthMedia' logo. In the top center, there are navigation links: 'My Home', 'Coaching', and 'Log Out'. At the top right is the OurHealth logo. Below the navigation is a purple horizontal bar. On the right side of the page, there is a text size selector: 'Choose page text size: [A] [A]'. The main content area features a heading: 'You can retake HealthMedia® SUCCEED™!'. Below this heading is a paragraph: 'Since you've last taken Succeed, some things in your overall health may have changed. What's great is that you are eligible to take Succeed again. You'll be able to give us an update, and we'll have a clear sense of how you are doing today.' Another paragraph follows: 'After you complete your Succeed questionnaire, you'll receive a new Succeed plan. We'll keep the last version of your Succeed plan in case you want to have a look at it again.' At the bottom, there are two buttons: 'Retake Succeed' and 'Continue'. The 'Retake Succeed' button is highlighted with a red arrow from the text above.



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If you haven't completed a HealthMedia Succeed HRA in the past, click on the **Get Started** button.

**The Big Picture**  
The single most important thing you can do for your health is to understand your risks, and what you can do about them. **HealthMedia® SUCCEED™** provides a personal, confidential, in-depth analysis of your health risks, prioritizes them, and then creates a unique action plan to lead you to a longer, healthier, happier life... starting now.

**Try Digital Health Coaching.**  
Personal, confidential, convenient, and non-judgmental. **Digital Health Coaching** constructs automated counseling sessions, on a variety of important topics, around your personal issues and needs. We'll learn about you, craft a comprehensive plan for your unique situation, and follow up over time to keep you on track.

[Get Started >](#) [Coaching Sessions](#)

- You'll arrive at a page that explains how the HRA works. Click on the **Start Your Questionnaire** button to get started.

**How Does This Thing Work?**

- 1** Your questionnaire is how we get to know you — the more you tell us, the more we can help you. [More >](#)
- 2** The plan we'll create for you is your own personal road map to change. [More >](#)
- 3** Use your tools to make healthy habits out of healthy changes. [More >](#)
- 4** We'll check in with you along the way to make sure you're succeeding. [More >](#)

*HealthMedia® SUCCEED™* is where it all starts. We'll take a close look at your health and give you an overview of the good and the not-so-good. (Don't worry, we're not perfect either). You'll get the big picture in your plan, including a lifestyle score, priority behaviors, and action steps to help you make changes you're ready for. We'll start with a brief but thorough questionnaire. Don't worry if you can't finish it all in one sitting — we'll save your progress after every page, and you can pick up where you left off at any time.

[Start Your Questionnaire >](#)



BENEFITS

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7. Follow the instructions and submit your questionnaire responses. When you've completed the HRA, a results page will appear that provides links to a summary of your results as well as personalized action steps and access to online health programs, which are recommended based on your responses. The appearance of this page confirms that you've completed the HRA, and HealthMedia will report your completion to OurHealth.

The screenshot shows the My HealthMedia dashboard. At the top, there are navigation links for 'My Home', 'Coaching', and 'Log Out'. The main header features the 'HealthMedia succeed' logo and a text size selector. A red arrow points to a 'QUESTIONNAIRE' section on the left, which states: 'You completed your questionnaire on August 15, 2012. We used it to build your plan.' Below this is a 'PLAN' section with a list of health topics: Health Summary, Alcohol, Nutrition, Stress Management, Physical Activity, Injury Prevention, Skin Protection, Tobacco, Weight Management, BP & Cholesterol, Vaccines and Tests, Action Steps, and Printer Friendly Plan. At the bottom of the plan list are 'TOOLS' including Medical Library, Exercise Library, and Stretching Library. The main content area contains a message: 'Your plan introduced your health summary, priority behaviors and showed you where you want to be, along with action steps to help you get there. Keep using your tools to make those changes healthy habits — they're all linked to below and on the left side of each page.' Below this message are three columns: 'Health Summary' (with a 'See where you are at a glance:' sub-header), 'Action Steps' (with a 'After you've read your plan, here's steps for you to take:' sub-header), and 'Coaching Sessions' (with a 'Ready to do more? Try a program recommended for you:' sub-header). Each column has a corresponding thumbnail image and a 'Go to' button at the bottom.

**Note:** Your HRA activity completion and incentive will be updated on the My Dashboard screen within 48 hours. At that time, the HRA message that appears on the top of your home screen and dashboard will also be removed.

