

# Instructions for completing your online Health Risk Assessment Form

## Instructions:

1. Go to the Gateway Health website: [www.gatewayhealth.com](http://www.gatewayhealth.com)
2. Hold cursor over "Login" tab and click "Members".
3. Enter your email username and password.
4. If you have not used Healthgram or registered previously, click the "Need to Register?" link to sign in. Complete the required information.
5. Please ALWAYS use your legal name for registration purposes.
6. To change your user name and password select the "Account Information" tab in "My Account".

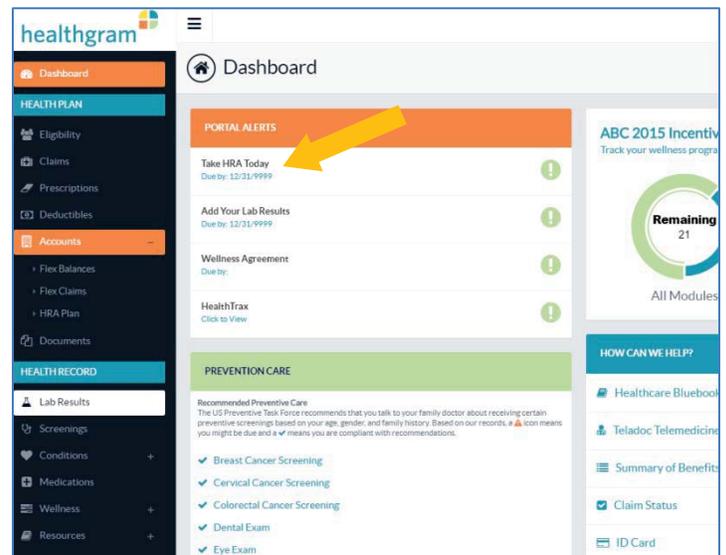


## Once You Have Logged In...

### Step ONE:

### Take your Online Health Risk Assessment and Sign Wellness Agreement.

1. Click the icon to take the online HRA.
2. Answer the questions. The online HRA should take 10-15 minutes to complete.
3. The results from your online HRA will be compiled with your Health Screening results to create your Personal Health Record.



Please note: Your information is completely confidential. No one from your company will be able to view your results.

**Questions?** Contact Customer Service at 1-800-656-1260

## Step TWO:

### Schedule your Health Screening

1. Once you have completely finished and submitted your HRA and viewed your 'Report Card' (comes up immediately upon completion of your HRA), go back to your 'Dashboard' in your Personal Health Record and click to schedule your screening appointment.
2. If this does not work, visit the website <http://www.healthgram.com/screeningcal/> in your browser to schedule your screening appointment.
3. Select your company/location from the drop down screen.
4. Choose the date and time that best suits your schedule.
5. Click the "O" to reserve your spot. (Note: only the green time slots have an appointment time available.)

TIME	Wed 04/13/16	Thu 04/14/16
07:00 AM	07:00 AM <input type="radio"/>	07:00 AM <input type="radio"/>
07:15 AM	07:15 AM <input type="radio"/>	07:15 AM <input type="radio"/>
07:30 AM	07:30 AM <input type="radio"/>	07:30 AM <input type="radio"/>
07:45 AM	07:45 AM <input type="radio"/>	07:45 AM <input type="radio"/>
08:00 AM	08:00 AM <input type="radio"/>	08:00 AM <input type="radio"/>
08:15 AM	08:15 AM <input type="radio"/>	08:15 AM <input type="radio"/>
08:30 AM	08:30 AM <input type="radio"/>	08:30 AM <input type="radio"/>
08:45 AM	08:45 AM <input type="radio"/>	08:45 AM <input type="radio"/>
09:00 AM	09:00 AM <input type="radio"/>	09:00 AM <input type="radio"/>
09:15 AM	09:15 AM <input type="radio"/>	09:15 AM <input type="radio"/>
09:30 AM	09:30 AM <input type="radio"/>	09:30 AM <input type="radio"/>
09:45 AM	09:45 AM <input type="radio"/>	09:45 AM <input type="radio"/>
10:00 AM	10:00 AM <input type="radio"/>	10:00 AM <input type="radio"/>
10:15 AM	10:15 AM <input type="radio"/>	10:15 AM <input type="radio"/>
10:30 AM	10:30 AM <input type="radio"/>	10:30 AM <input type="radio"/>
10:45 AM	10:45 AM <input type="radio"/>	10:45 AM <input type="radio"/>

6. Enter in your first and last name, email, phone number, and date of birth.

First Name:

Last Name:

Email Address:

Phone Number:

Date of Birth:  Ex. 12/12/2008

Department:  (optional)

[Return to Calendar](#)

7. Please be sure to use your correct email as you will receive a confirmation email after registering.
8. If you need to change your appointment and you have not closed the scheduler window for the browser, you can return to the calendar and click the link to reschedule an appointment

[Click here to reschedule an appointment.](#)  
**Notes:** Screenings will be in the Executive Dining Room.

9. To reschedule your appointment after you have closed the scheduler window for the browser, revisit the screening scheduler website, select your location and click to reschedule your appointment

**IMPORTANT:** You must fast at least 8 hours before your appointment. You may drink water and black coffee. Continue to take your prescription medication as directed. If you are a diabetic, please contact your physician before fasting.