Maximize your wellness

A step-by-step guide to completing your wellness requirements online

The State of Maryland Wellness Activities Program for employees and enrolled spouses supports good health. This guide will help you get the most from our website.

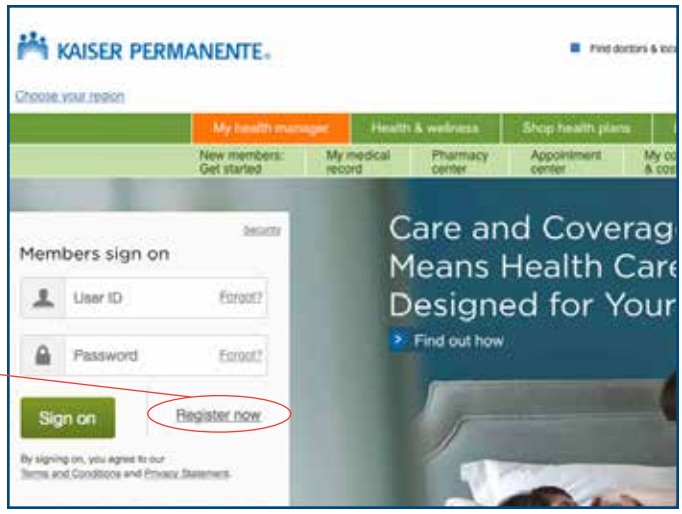
KAISER PERMANENTE® thrive

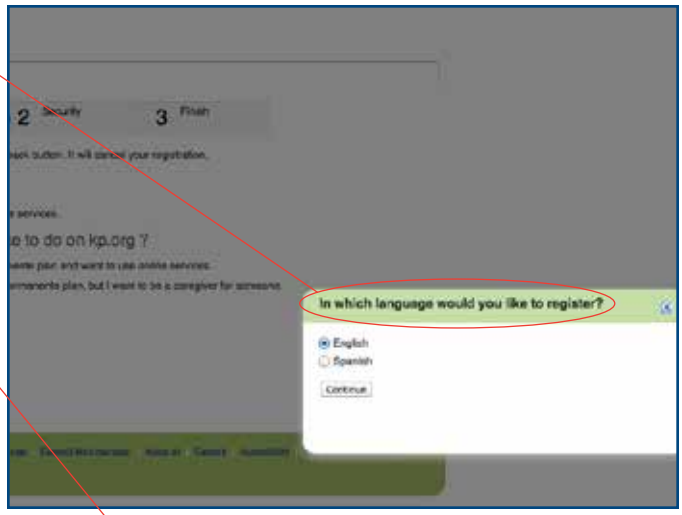
Register on kp.org

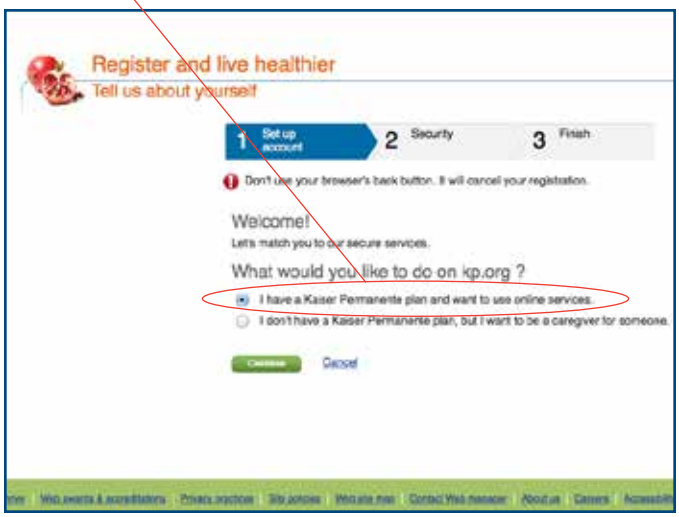
(If you have already enrolled on **kp.org**, skip down to Step 1)

Follow these steps to get started:

- Enter **kp.org** in your web browser at the top of your computer screen.
- Click *Register now*.
- Select the language you prefer.
- Select *I have a Kaiser Permanente Plan and want to use online services*.
- Provide your personal information as required.





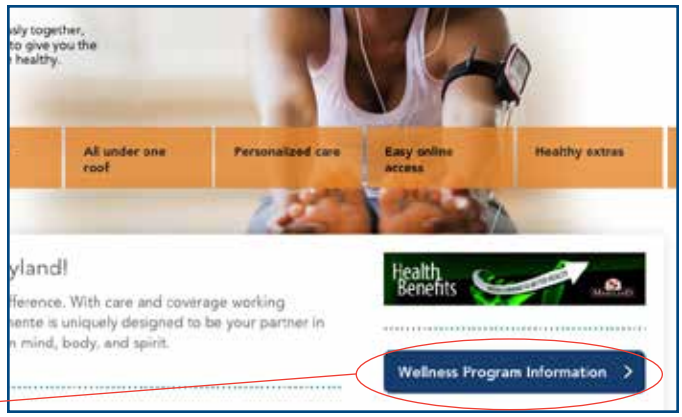


Step 1. Select your doctor

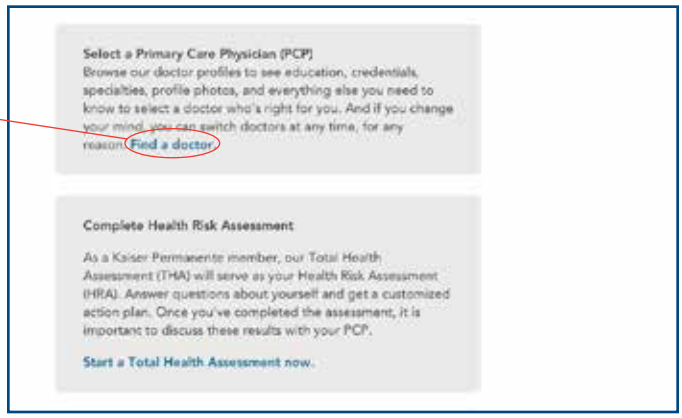
(If you have already chosen a primary care physician, skip down to Step 2)

Once you're registered on **kp.org**, select your doctor by going to **my.kp.org/Maryland** and complete your next steps.

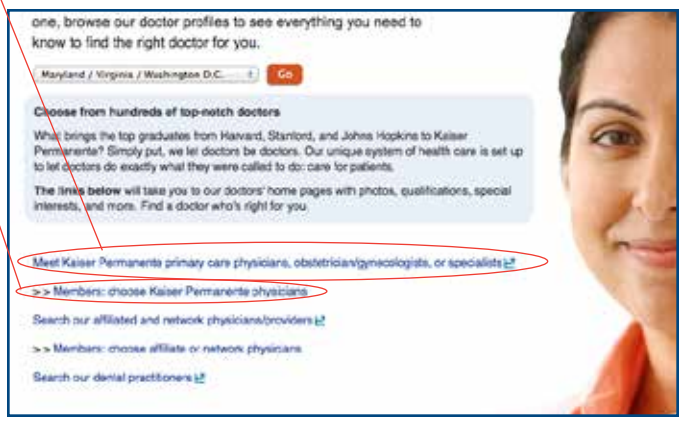
- Enter **my.kp.org/Maryland** in your web browser at the top of your computer screen.
- On right hand side of the home page, click the blue *Wellness Program Information* box.



- In the gray **Select a Primary Care Physician (PCP)** box, click the blue *Find a doctor* text.
- On the **Find your doctor** screen, choose *Maryland/Virginia/Washington D.C.* in the drop down and click *go*.



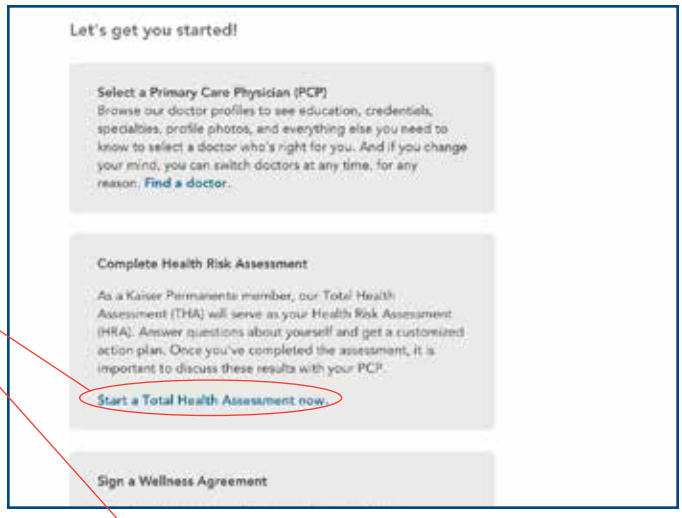
- On the new page, you can browse physicians to see which is best for you or go straight to choosing one.
  - — To browse physicians, click *Meet Kaiser Permanente primary care physicians, obstetrician/gynecologists, or specialists*. A new page will appear and you can search physician profiles by location, specialty, and more.
  - — To choose your physician, click *Members choose Kaiser Permanente physicians*. On the new screen, choose to see available doctors in your area or choose one you've already decided upon.
- The next screen will start the confirmation process.



Step 2. Complete your Total Health Assessment (THA)

Once you've chosen your doctor, return to **my.kp.org/Maryland** to complete your Total Health Assessment. Return to the open window with the **Wellness program information**.

- In the gray **Complete your Health Risk Assessment** box, click the blue *Start a Total Health Assessment now* text.
- Login with your **kp.org User ID** and **Password**, click *Submit*.
- Select your preferred language, click *Continue*.
- Review and agree to Terms and Conditions, click *Continue*.
- Agree to email communication, click *Continue*.
- Confirm your email address, click *Submit*.
- To begin your assessment, click the *Start Your Questionnaire* button.
- Once complete, click *Submit*. Your questionnaire will go directly to your primary care physician.
- Next, a printable summary will appear. It will include a personalized plan for improving your health.



TIPS:

Your MRN is your personal Medical Record Number found on your Kaiser Permanente ID card.

Your health assessment must be completed in one session to be valid.
You can't begin the questionnaire and then return later to complete the assessment.

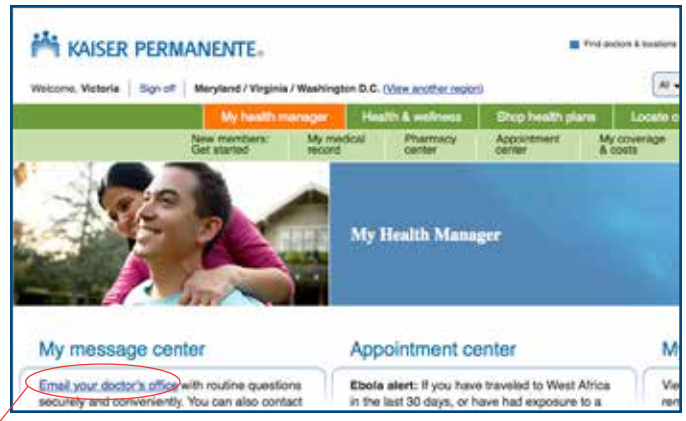
Your personal information will never be used for promotional purposes. Any information required is needed for secure communication with your doctor through **kp.org**.

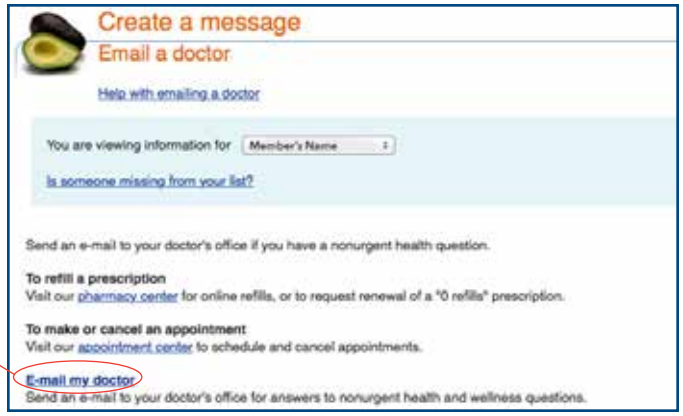
Discuss your Total Health Assessment (THA) with your primary care physician

You can either send your doctor a secure email message about your THA using **kp.org** or discuss your THA in person or by phone with your doctor.

To discuss by secure email via **kp.org**, follow these steps:

- Enter **kp.org** in your web browser at the top of your computer screen.
- Log in with your **User ID** and **Password**. Your **User ID** will be your Medical Record number (located on your Kaiser Permanente ID card).
- Under the **My message** *center* header on the top left of the screen, click *E-mail your doctor's office*.
- On the next page, click *E-mail my doctor*.
- Follow the subsequent steps to complete your email.

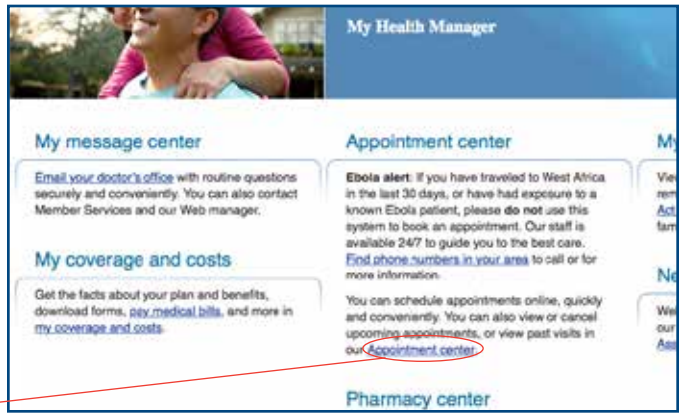


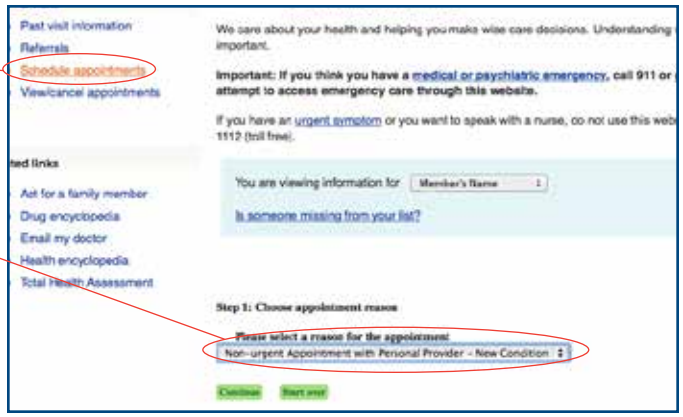


To discuss in person, you can schedule an appointment in **kp.org** or call the appointment phone number located on the back of your Kaiser Permanente ID card.

To schedule an appointment online, follow these steps:

- Enter **kp.org** in your web browser at the top of your computer screen.
- Log in with your **User ID** and **Password**. Your **User ID** will be your Medical Record number located on your Kaiser Permanente ID card.
- Under the **Appointment center** header, click *Appointment center*.
- On the next page, click *Schedule appointments*.
- In the appointment choice dropdown, click *Non-urgent Appointment with Personal Provider – New Condition*.
- Follow the subsequent steps to complete your email.



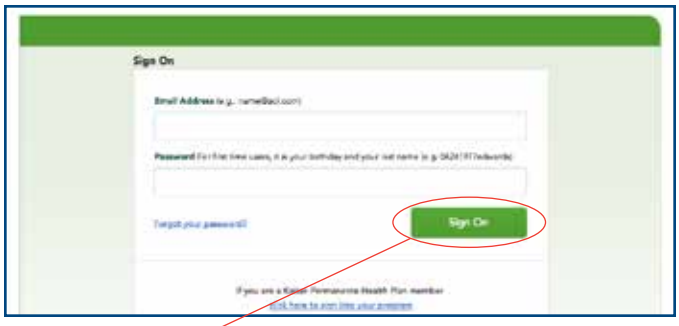


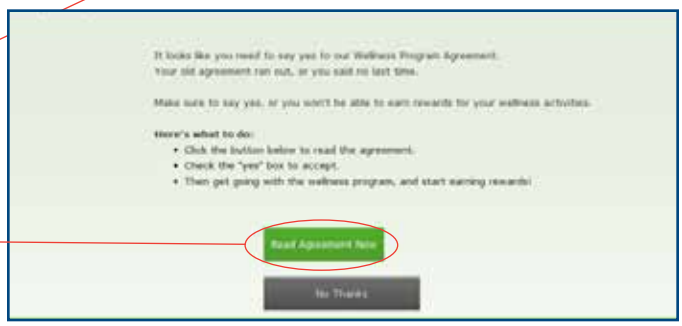
Step 3. Sign your Wellness Agreement

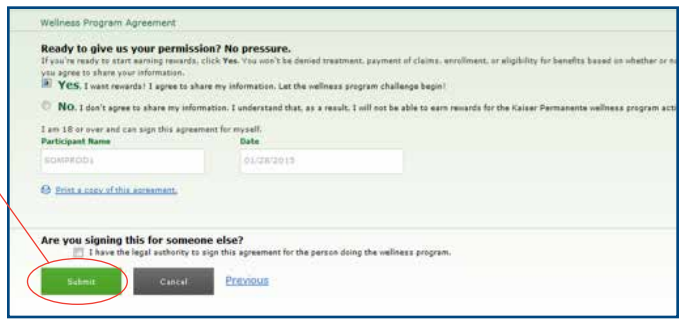
You can sign your **Wellness Agreement** at any time, you do not need to complete steps 1 and 2 beforehand. Once you sign your **Wellness Agreement** you can go back up and complete steps 1 and 2.

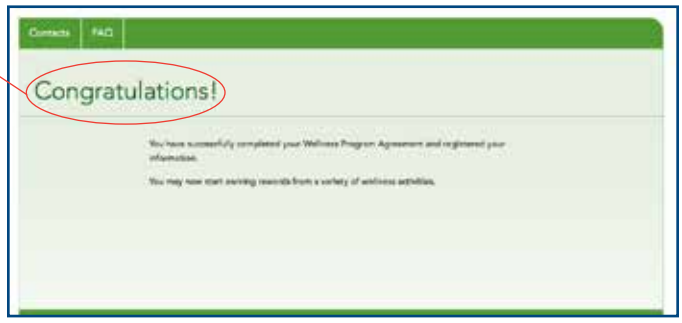
To sign your **Wellness Agreement**, return to **my.kp.org/Maryland**. On right hand side of the home page, click the blue *Wellness Program Information* box.

- In the gray *Sign a Wellness Agreement* box, click the blue *Sign your Wellness Agreement now* text.
- When prompted, complete the sign on information, click *Sign On*.
- The next screen will display information about your **Wellness Agreement**, click *Read Agreement Now*.
- After reading through the agreement, you will see a prompt to check yes or no, giving Kaiser Permanente permission to disclose to your employer that you have or have not completed your wellness activities, click *Submit*.
- Once complete, you will see a *Congratulations* page. Print for your records.









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