

# 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.



### 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.



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#### 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.



Select a Primary Care Physician (PCP) Browne our doctor profiles to see education, credentials, speciatizes, profile photos, and everything also you need to know to select a doctor who's right for you. And if you change your mind, you can perful doctors at any time, for any meson (Find a doctor)

#### Complete Health Risk Assessment

As a Kaiser Permanente member, our Total Health Assessment (THA) will serve as your Health Rok Assessment (HRA). Answer questions about yourself and get a customized action plan. Once you've completed the assessment, it is important to discuss these results with your PCP.

Start a Total Health Assessment now.



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- >> Members: choose affiliate or network physicians

Search our denial practitioners 🛃

#### 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.



User 10

Password

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Forgot your user ID or password ?

By continuing, you acknowledge that you've read and accepted our <u>Terms and Conditions</u> and <u>Privacy Statement</u>. If you haven't, we will ask you to do so before signing you on.

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#### **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.



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To make o	or cancel an appointment
Visit our a	poointment center to schedule and cancel appointments.
E-mail my	doctor
Send an e	mail to your doctor's office for answers to nonurgent health and wellness questions.



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#### 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.



Wellness Program Agreement	5	
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Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc 2101 East Jefferson St. Rockville, MD 20852 **150030** SOM Wellnesss ChtSht hr. 2/4/2015–9/30/2015