

# Madison Metropolitan School District

## Online Health Risk Assessment Directions

Please follow the directions below based on the health insurance plan you are enrolled with at MMSD.

### Group Health Cooperative

1. Go to GHC website [www.ghcscw.com](http://www.ghcscw.com)
2. Log in to your GHCMYChart
  - a) If you do not have a GHCMYChart account, click on "Register & Activate," to create one
3. Go to Resources and click on "WebMD Portal"
4. Proceed To WebMD. A landing page will open on GHCMYChart; click on the red "PROCEED TO WEBMD" box at the bottom of the page
5. WebMD website will open
  - a) NEW USERS will need to register for the site
  - b) RETURNING USERS will enter automatically
6. Take the WebMD Health Quotient (health risk assessment; questionnaire; survey)
  - a) NEW USERS: It will open automatically after you register for the site. To take it, click on "Take It Now"
  - b) RETURNING USERS: It will open to the WebMD Home Page. Click on the HEALTHY LIVING Tab at the top of the page, and then click on HEALTH QUOTIENT
    - i. If you HAVE NOT taken it before, click "Take It Now"
    - ii. If you HAVE taken it; and need to RE-TAKE it, click "UPDATE SCORE" next to your SCORE (0-100)
    - iii. It will say "Update Your Health Score," click "OK"
7. Go through each page, and click "Save & Continue"
8. When all questions are updated, click "Save & Finalize"
9. Rank your readiness to change, click "Save & Continue"
10. Rank your evaluation & time, click "Finish"
11. See your score & scroll down to read your reports
12. Log Out (upper right hand corner--click on your Name then down to Log Out); and then Log Out of your GHCMYChart
13. Contact your insurance carrier to confirm the completion of the assessment

### Dean Health Plan

1. Go to Dean Living Healthy website <https://www.webmdhealth.com/sponsors/dhp.htm>
  - a) NEW USERS will need to register for the site
  - b) RETURNING USERS will need to enter using their Living Healthy Username and Password. The Login and Password can be reset by clicking "Forgot Your Username or Password"
2. Take the WebMD Health Assessment (health risk assessment; questionnaire; survey)
  - a) NEW USERS: It will open automatically after you register for the site. To take it, click on "Take It Now"
  - b) RETURNING USERS: It will open to the WebMD Home Page. Click on the HEALTH ASSESSMENT Tab at the top of the page, and then click on UPDATE SCORE
3. Go through each page, and click "Save & Continue"
4. When all questions are updated, click "Save & Finalize"
5. Rank your readiness to change, click "Save & Continue"
6. Rank your evaluation & time, click "Finish"
7. See your score & scroll down to read your reports
8. Log Out (upper right hand corner--click on your Name then down to Log Out)
9. Log in 24 hours later to claim your Dean Health Plan wellness assessment reward (\$150 provided by Dean)
10. Contact your insurance carrier to confirm the completion of the assessment