

## to the Marathon eHealth Portal



### Welcome

Welcome to the Marathon eHealth Portal, your online resource for managing and achieving your personal health goals. This user guide will familiarize you with the eHealth Portal site, and help you get started on your journey to your best health. The portal has a wide array of health tools, features and resources available to you online, anytime, and anywhere. Understanding all that the site has to offer is the first step toward optimizing your health.

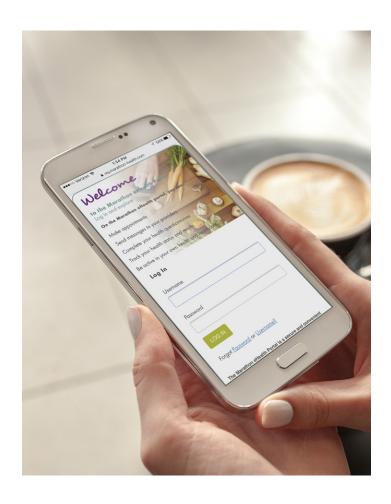
**Browser Compatibility:** The Marathon eHealth Portal can be used with the current (as of 12-01-16) and previous versions of most browsers, including:

Google Chrome (includes mobile devices) Internet Explorer Safari (includes mobile devices) Firefox

Note: Any browser you use will need to have Javascript and cookies turned on.

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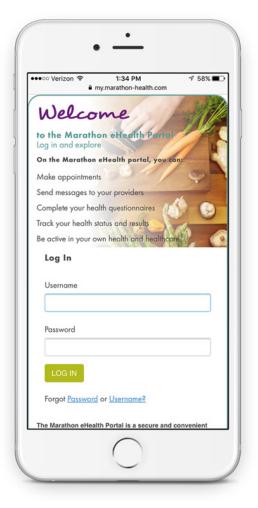
Welcome	Log In
to the Marathon eHealth Portal Log in and explore	Username
On the Marathon eHealth portal, you can:	
Make appointments	Password
Send messages to your providers	8
Complete your health questionnaires	
Track your health status and results	LOGIN
Be active in your own health and healthcare	LOOM
	Forgot <u>Password</u> or <u>Username?</u>
The Marathon eHealth Portal is a secure and convenient tool to help you be active	Control of the Contro
in your health. If you are experiencing a medical emergency, call 9-1-1.	

### my.marathon-health.com

## Logging In

The Marathon eHealth Portal is password protected to ensure the privacy of your health information. By law, the information that is recorded and maintained in your personal health record is available to you alone. This information is not available to your employer and will never be shared without your express written permission. For more information about the privacy protection of the eHealth Portal, please refer to the published privacy policy found at the bottom of every screen.

To begin using the eHealth Portal, you will receive a username and password from Marathon Health. Your username will remain the same, but you will be asked to change your password the first time you log on. The password must be at least eight characters long (no more than 20) and include a combination of letters and numbers. The password is case sensitive (i.e. there is a distinction between lower and uppercase letters), so bear this in mind when you create your password. This will be your password to enter the portal moving forward.



## Site Overview/Home



Achieving and maintaining good health is a continual process and it's important to have the right information on hand when you need it. The eHealth Portal has seven sections available that are easy to use and navigate. The sections are listed below with a short description of what each one includes. These sections are identified by the tabs across the top of the page throughout the site. Access the following from your dashboard:

**Home:** click the Marathon Health logo (or Home) to return to the eHealth Portal homepage.

**Appointments:** online scheduling for the health services offered by your Marathon Health providers.

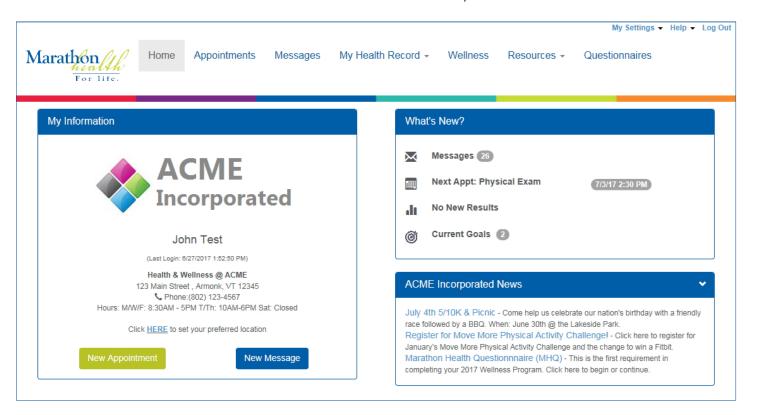
**Messages:** secure messaging to contact your Marathon Health provider/health coach for advice, follow-up, and other questions.

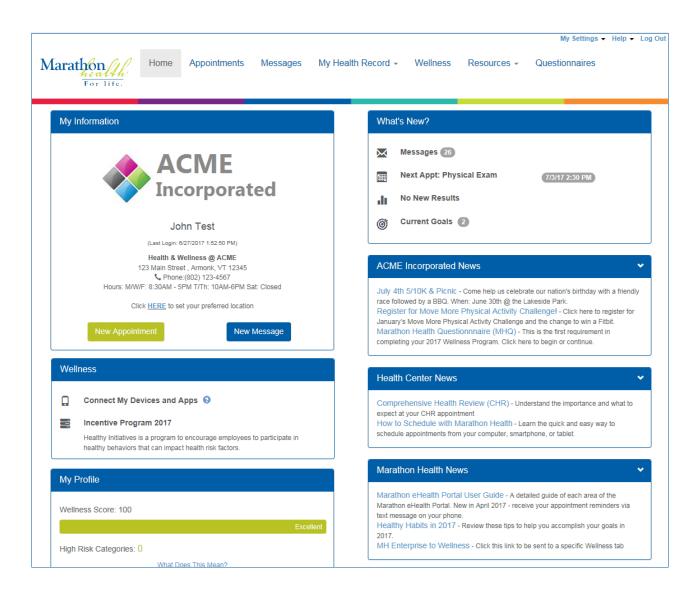
My Health Record: where your personal health data is organized and stored in one confidential place.

**Wellness:** wellness and engagement tools to help manage your health.

**Resources:** a medical knowledgebase provided by Healthwise©, which gives you information about health issues, medical tests, and medications.

**Questionnaires:** interactive clinical questionnaires that help to gather health information about you and provide feedback on your health.





The homepage of the eHealth Portal is designed to provide you with a quick overview of your entire health record as well as provide key information. If configured, the following sections will appear.

My Information: This section provides a brief overview of you as a user in the eHealth Portal. You will see the last date/time you logged in, your default health center (including the address, phone, hours, and two options to quickly schedule a new appointment or send a new message.

What's New?: This section is intended to alert you of any unread secure messages, your next appointment date/time, new results, goals, and documents, as well as if you have a due or overdue health assessment questionnaire. Click on the item in the list to jump to the appropriate page for more details.

**Current Incentive:** If you have an incentive program through your employer, this section will provide a brief overview of the program, as well as a link to more detailed instructions.

My Profile: This is a snap-shot of your Profile page, and you can see your current Wellness Score and the number of high risk categories. Select the header to jump to the *Profile* page for greater details on how your Wellness Score is determined.

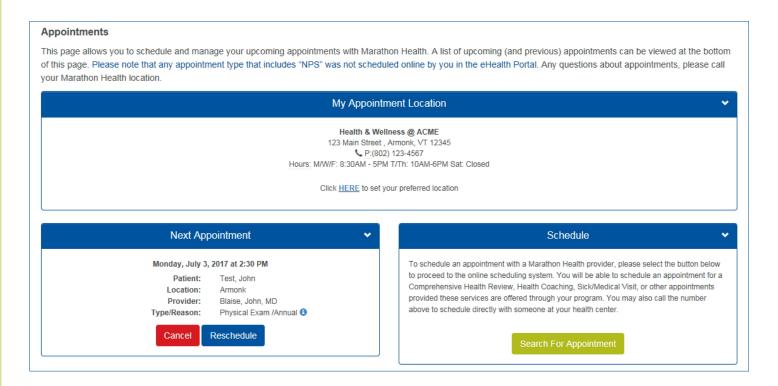
**News:** The *News* sections will contain links to specific information about news and activities relevant to you. Simply click the link to view in greater detail.

## **Appointments**



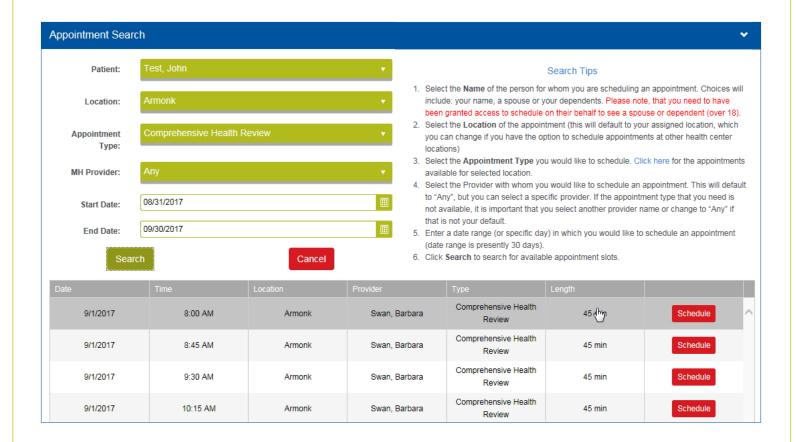
The Appointments page provides a scheduling system to view and manage appointments with your Marathon Health coach or provider. You will be able to view your next appointment, as well as future and past appointments. You can schedule an appointment for a comprehensive

health review, health coaching, a medical visit, screening labs, flu shot, physical exam, or other appointments, provided these services are offered through your employer program. There are also easy options to cancel and reschedule existing appointments.



To schedule an appointment, select **Search For Appointment**. You may use the "Quick Pick" buttons to schedule the first available appointment at your health center, or you can search using specific search criteria.





Enter in the name of the person you are scheduling the appointment for (defaults to your name, but other family members may be available if you have been granted access), the health center location, the appointment type, and the Marathon Health provider with whom you would like to see. Enter the date range for the appointment to take place, then click on the search button. Time slots will appear for you to schedule your appointment. Click the **Schedule** button on the available appointment that you want, and you will see a confirmation message.

Click **Confirm**. You will receive an email message that the appointment has been scheduled, and a reminder email the day before your appointment. These emails are sent to the email address stored in your profile. If you prefer to receive a reminder via text message, go to *My Settings* > *Preferences* and set your **Notification Preference**, and ensure your mobile number is correct.

Appointment Co	nfirm ×
Patient:	Marathon, Maria
Date:	11/10/2016
Time:	10:30 AM
Location:	Home
Provider:	Waters, MaryAnne
Туре:	Comprehensive Health Review This is the initial visit to review the results of your biometric screen and Health History and Risk Assessment (HHRA) questionnaire for a thorough assessment of your health history and any possible risk factors' NOTE: Please be sure to fill out your HHRA on line prior to your visit
Reason:	
	Confirm

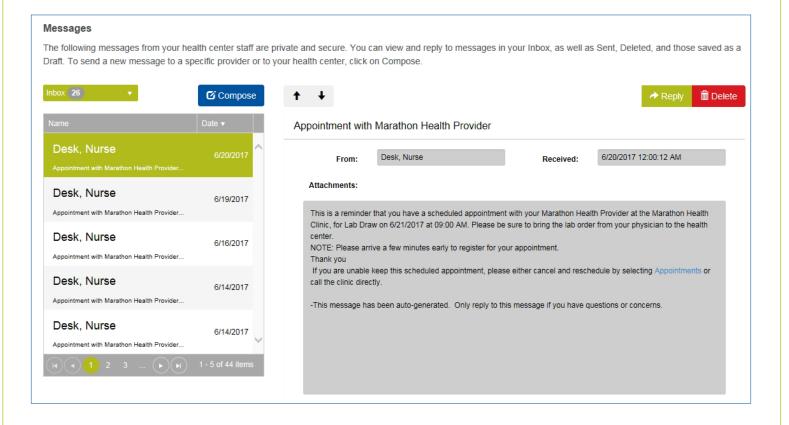
## Messages



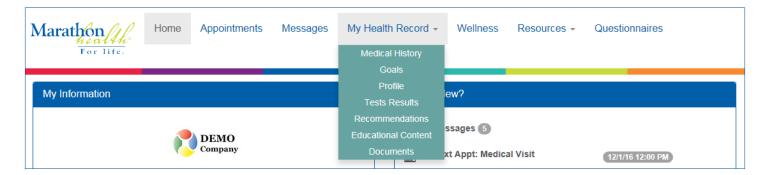
Communicating personal health information through regular email does not provide you with an appropriate level of privacy and security. To ensure the privacy of your health information, the eHealth Portal features a secure-messaging system to communicate with you. Use the messaging feature to send a message, follow-up, or other questions to a Marathon Health provider. All communication takes place within your health record. Your provider's name will default in the "To" box but you can select another provider at the clinic site from the dropdown. When your provider responds, you will be alerted by regular email to check your Marathon Health mailbox

for a message. The contents of that message will only be available on the eHealth Portal in your Marathon Health mailbox. Health information is never transferred over the public internet.

You can send a message directly to your Marathon Health provider by selecting **Compose** from the "Messages Inbox." Simply select the name of the provider you wish to message. If you need general health advice or have questions, just select the button with your center name, and a message will be sent to the general triage mailbox. Responses to your message will be returned within 24–72 business hours.



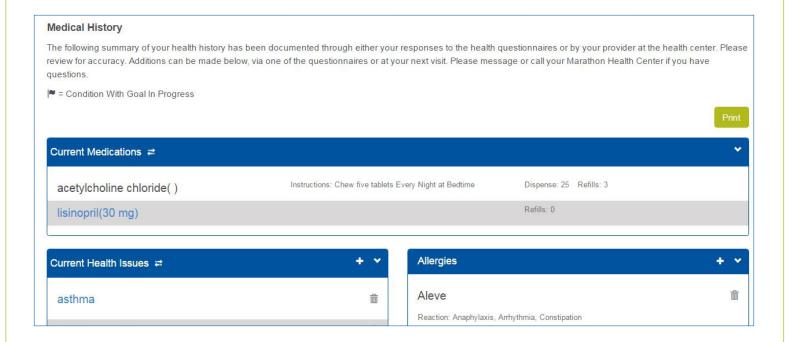
# My Health Record



This is where all of your personal health information is located. My Health Record is the backbone of the entire site. It is divided into seven sections to help you access your personal health information and to guide your progress toward your health goals. This section is an important tool for both you and your health coach—to evaluate your current health status, identify areas of concern, and help set goals to improve your health. The data presented in My Health Record is gathered from the information you provide in the Health History Risk Assessment (HHRA) questionnaire (found in the Questionnaires tab) and from your test results (e.g., blood pressure, BMI, glucose, and cholesterol tests). Here is what you will find in each section of My Health Record:

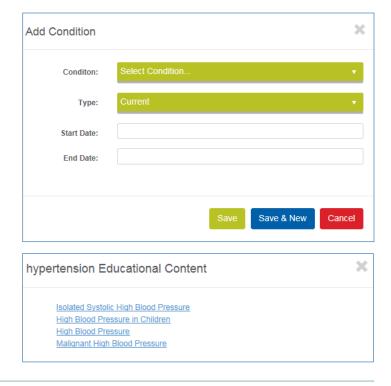
Medical History: The Medical History section provides a snapshot of your medical profile, including any medications, current/past conditions, family history, allergies, social history, past surgeries/tests, and vaccines. This history is obtained through your appointments with Marathon Health as well as completion of the online health questionnaires, such as the HHRA.

Within each section, new information may be added. For example, if you want to add a new condition, click on the **plus sign (+)** at the top of that section. This will take you to a screen that has a drop down list of the most common conditions. You select the condition you want to add, optionally fill in the start and end date, and press **Save**. Your condition will be added to the list.



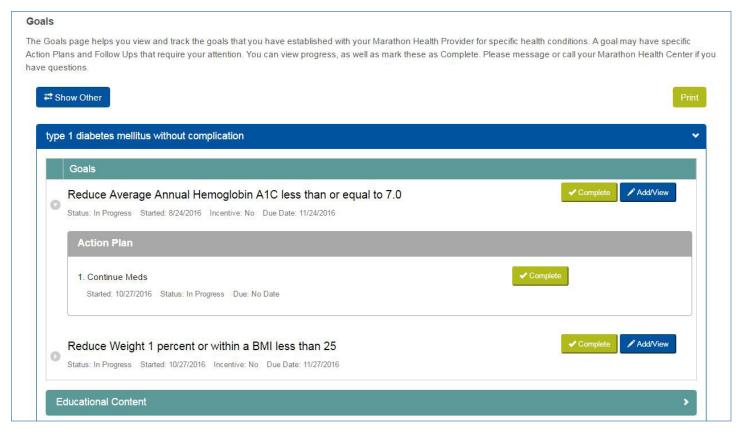
All of the sections follow the same format for adding and saving updated information. Items that you have added can be edited by clicking on the pencil, or deleted by clicking on the trash can. However, you are unable to add medications. These can only be added by your provider.

Some items listed on the *Medical History* section are linked to the Healthwise medical information found in the Resources tab. To view this information, click on the name hyperlink. For example, the condition Hypertension is linked to information that describes what it is, what symptoms it typically produces, and how it can be treated.

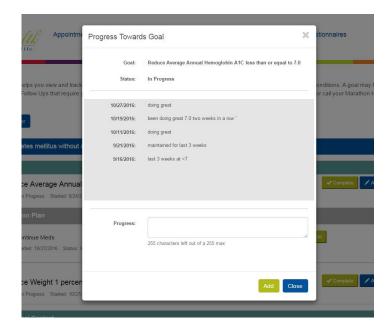


Goals: The Goals section is compiled with information from your Comprehensive Health Review (CHR). Working with your health coach, you will review your screening results and HHRA questionnaire, and together you will decide what you want to work on. Setting goals with your

coach is the first step in making progress on your health journey. Your coach will enter your goals. If one goal is to lower your blood pressure (BP), your coach might record the goal as: Lower diastolic BP by 10 points.

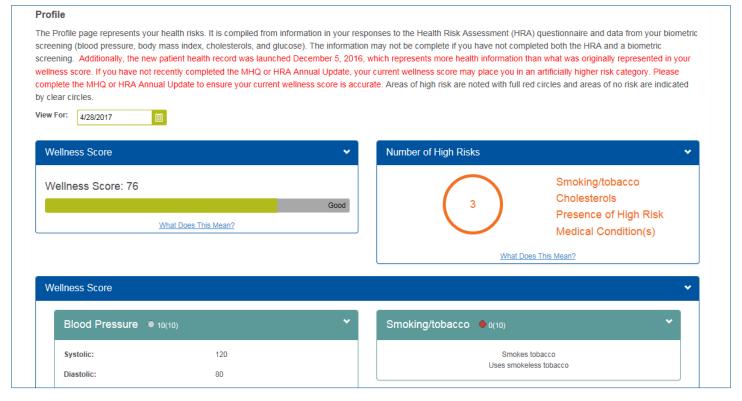


The Add/View Progress option allows you to record the progress you have made toward achieving your health goals. Your "Action Plan" will consist of small, measurable steps that will guide you along the way to achieving your goals. As you make steps toward your goals, remember to update your progress in the Add/View Progress section. When you have completed your goal, click Complete and you will be able to review this at your next health coaching visit.



Profile: The Profile section is where you will find your Wellness Score. This score is the result of the information gathered from the HHRA and the screening results from your biometrics. The Wellness Score is based on several health risk factors. Additional information for each of the Health Risk categories is described below. The information may not be complete if you have not completed both the HRA and a biometric screening. Additionally, the new

patient health record was launched December 5, 2016, which represents more health information than what was originally represented in your wellness score. If you have not recently completed the MHQ or HRA Annual Update, your current wellness score may place you in an artificially higher risk category. Please complete the MHQ or HRA Annual Update to ensure your current wellness score is accurate.



#### **Health Risk Categories**

#### **Blood Pressure:**

**Systolic Blood Pressure:** This is the top number of your blood pressure reading. The systolic number shows how hard your heart is pumping.

**Diastolic Blood Pressure:** This is the bottom number of your blood pressure reading. The diastolic number shows how hard the blood pushes between heartbeats, when the heart is relaxed and filling with blood.

**Smoking/Tobacco:** Assesses and scores tobacco use.

#### **Alcohol Use:**

**Alcohol Use AUDIT C** (Alcohol Use Disorders Identification Test): Helps you assess your alcohol consumption over the last year.

**Alcohol Use CAGE** (Cut Down, Annoy, Guilt, Eye Opener) score: Another tool to assess alcohol concerns over your lifetime.

**Glucose:** Measures the amount of sugar in your blood and is typically done while fasting to assess risk for diabetes.

#### Cholesterols:

**Total Cholesterol:** This is the total amount of cholesterol in your blood.

**LDL Cholesterol:** This is referred to as the "bad" cholesterol. A high LDL cholesterol level may increase your chances of developing heart disease.

**HDL Cholesterol:** This is referred to as the "good" cholesterol. A high level of HDL cholesterol may lower your chances of developing heart disease or stroke.

**Body Mass Index (BMI):** This is the estimate of body fat calculated from your height and weight.

Presence of High Risk Medical Condition(s): Notes any medical conditions you have that might put you at a higher health risk.

**Stress:** Scores the impact of stress on your well-being and how well you deal with stress in your work and personal life.

#### Number of Days of Exercise in a Typical Week:

Scores how much vigorous and moderate exercise you perform in an average week.

**Eating Habits:** Scores the amount of fruits and vegetables, fast foods, sugary beverages, and water consumed.

**Risky Behaviors:** Evaluates behaviors that may have an impact on your daily life, such as seat belt usage, drinking alcohol and driving, use of sunscreen, and use of protection against sexually transmitted diseases, if applicable.

**Perception of Health:** Your personal response to how you perceive your health status.

**Satisfaction with Life:** How satisfied you are with the quality of your life.

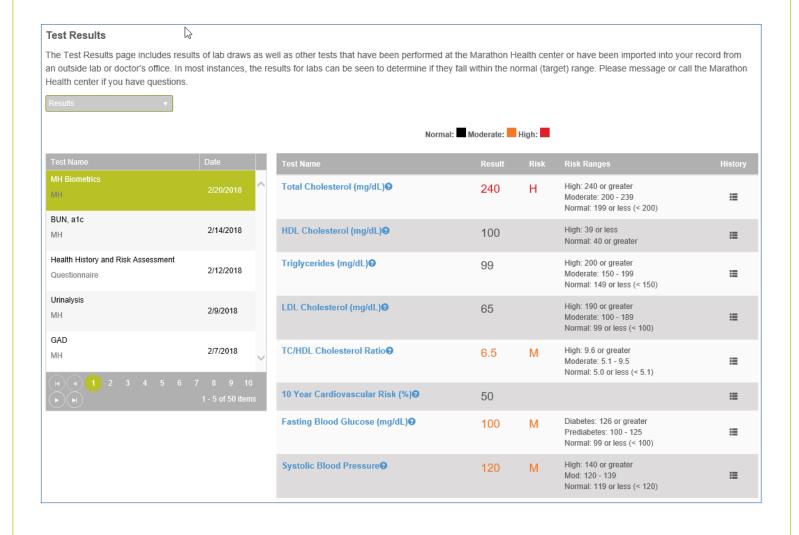
**Employment Information:** Assesses and scores your employment, volunteer work, or work at home satisfaction; ability to concentrate when working, and any days missed due to illnesses or injuries.

**Sleep:** Assesses your patterns to determine risks related to sleep difficulties.

Results and your responses to selected questions from the HHRA and/or the screening data are displayed within each section. Within the header, there is a diagram that fills in a circle with the color red, based on how much risk is assigned (the more red, the greater the risk). Your total points for each risk category are also displayed along with the total amount possible in parenthesis.

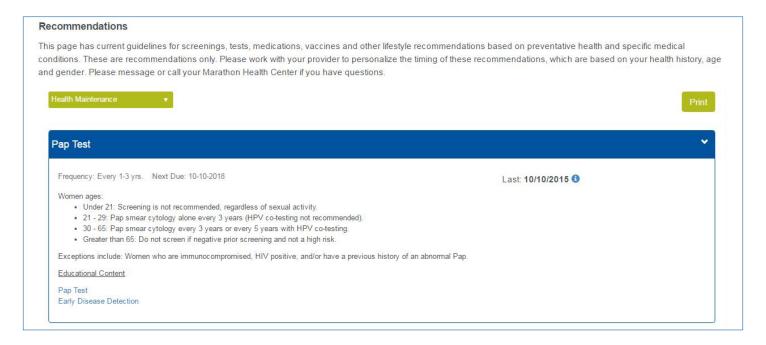
**Test Results:** The *Test Results* section is a place for you to view the key biometric data (blood pressure, glucose, cholesterol, and important maintenance tests) captured during your CHR. You can also view other test results ordered by your Marathon Health provider, or added to your record from an external source. You can filter your views to see only Results, only Vitals, or both. Select the

test from the list on the left to view the results. Click the ic in the "History" column to view a complete summary of that result. Most screening results are linked to content in the Resources tab for immediate access to more detailed information. Screening results are color-coded to let you know when you are in range, at risk, or in a high/undesirable range.



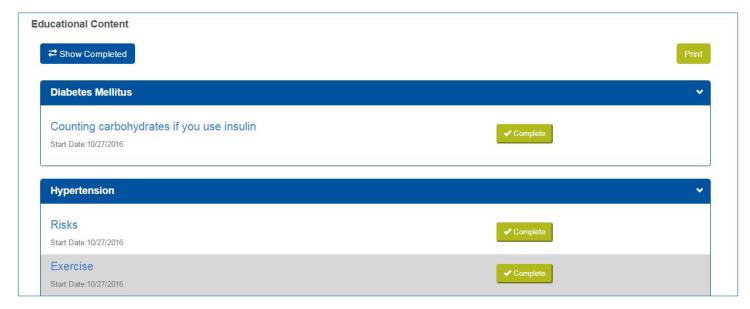
Recommendations: The Recommendations section allows you to review suggested preventive health tests and immunizations and how often it is recommended that these should be performed, and when it is next due. Each clinical guideline recommendation is linked to content in the Advice tab for immediate access to more detailed information. Your provider will update these with the last recorded instance of that recommendation. If you see a date, that

means you have successfully met that recommendation. Your provider may also make note of instances where the recommendation was not met, but it was recommended or even deferred to a later date. Click on the icon to see the history of each recommendation. If you are currently engaged in health coaching for multiple conditions you may want to filter the view using the drop-down at the top.



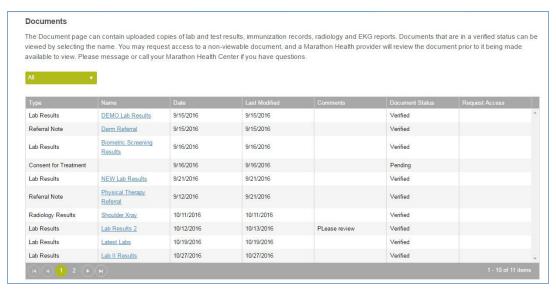
**Educational Content:** The *Educational Content* section is where you can see all of the health education materials assigned to you, and the date it was assigned by your provider during a health coaching visit. This content is

typically assigned as part of a goal, and you may see it repeated on your *Goals* page. Once you have reviewed the material, you can mark it as complete. You can also change the view to show completed contents.



**Documents:** The *Documents* section allows you to view uploaded copies of lab and test results, immunization records, and any other relevant material determined by staff in the health center. The list will show you the type of document, the name, date, and comments. If you see that the "Document Status" is "Unverified," you will not be able

to view the document until a Marathon Health provider verifies. Click the **Verify** link and a provider will be tasked to review the document so that you may view it. Please note that you will need to "Always Allow" pop-ups to view these documents.



# Wellness

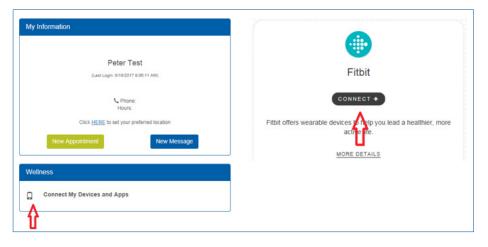
The Wellness section of the eHealth portal consists of tools to help manage your health.

## **Connect Your Devices and Apps**

Share your FitBit, Jawbone or Garmin data with Marathon Health! Connecting your account(s) allows you to view your data in the eHealth portal, which can populate Challenge and Incentive Programs that involve steps, exercise, sleep or weight tracking. In addition, integrated data can be seen by Health Center Staff.

To connect your Fitbit, Jawbone, or Garmin devices and apps to the eHealth Portal:

- 1. Select Connect My Devices and Apps from the home page under the Wellness section.
- 2. Select the device that you want to connect to from the marketplace and click on the **Connect** button. Note: You can also **Disconnect** your device/app from this page.



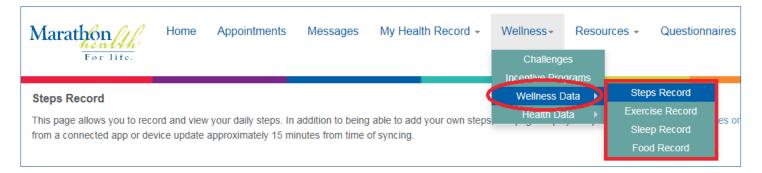
Data from a connected device is typically available in the portal within 24 hours. You can find the data in the (Steps/Exercise/Food/Sleep/Weight) records.

If you are experiencing issues connecting your device, disable the "Block Pop-Ups" option in your browser or phone settings.

No device? No problem. Fitbit allows users to create an account without owning a Fitbit device.

### **Wellness Data**

Visit the Steps, Exercise, and Sleep Records to view or record your activity. A Food Record is also available to view any Fitbit recorded food.



**Steps Record:** The *Steps Record* can be accessed from the "Wellness Data" menu item, available under *Wellness* (*Wellness > Wellness Data > Steps Record*). This page allows you to record and view your daily steps. In addition to being able to add your own steps, this page displays steps from any connected devices or apps. Steps from a connected app or device update approximately 15 minutes from time of syncing.

Calories burned for self-reported steps is calculated using the following formula: 1 calorie per 20 steps (Shape Up America!). Sources listed with an asterisk (\*) are verified sources and are obtained from a device such as a fitness tracker or smartphone. Please note that some vendors do not send the data as verified.

#### To record steps:

- Select the Add Steps or button which opens the "Record Your Steps" window.
- 2. Select the date using the date picker, enter your steps and Save. Self-reported steps can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: Data obtained from devices and apps cannot be edited or deleted in the Marathon eHealth Portal.



#### Steps Record

This page allows you to record and view your daily steps. In addition to being able to add your own steps, this page displays steps from any connected devices or apps. Steps from a connected app or device update approximately 15 minutes from time of syncing.

Calories burned for self-reported steps is calculated using the following formula: 1 calorie per 20 steps (Shape Up Americal).

Sources listed with an asterisk (\*) are verified sources and are obtained from a device such as a fitness tracker or smartphone. Please note that some vendors do not send the data as verified.

Date Miles Calories Burned Source Steps 7/18/2017 10123 5.06 506 Self-Entered 7/7/2017 886 0.39 1386 Fitbit 7/6/2017 3826 1537 Fitbit 1 67 7/5/2017 3710 1.62 1550 Fitbit

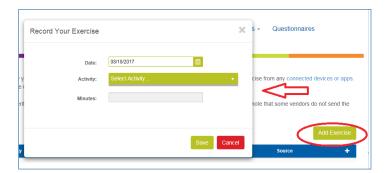
Exercise Record: The Exercise Record can be accessed from the "Wellness Data" menu item, available under Wellness (Wellness > Wellness Data > Exercise Record). This page allows you to record and view your daily exercise. In addition to being able to add your own exercise, this page displays exercise from any connected devices or

apps. Exercise from a connected app or device updates approximately 15 minutes from time of syncing.

Sources listed with an asterisk (\*) are verified sources and are obtained from a device such as a fitness tracker or smartphone. Please note that some vendors do not send the data as verified.

#### To record exercise:

- 1. Select the **Add Exercise** or button which opens the "Record Your Exercise" window.
- 2. Select the date using the date picker and then select the exercise activity from the **Activity** dropdown. Enter the total minutes of exercise for the selected date and **Save**. Self-reported exercise can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: Data obtained from devices and apps cannot be edited or deleted in the Marathon eHealth Portal.



#### **Exercise Record**

This page allows you to record and view your daily exercise. In addition to being able to add your own exercise, this page displays exercise from any connected devices or apps. Exercise from a connected app or device updates approximately 15 minutes from time of syncing.

Sources listed with an asterisk (\*) are verified sources and are obtained from a device such as a fitness tracker or smartphone. Please note that some vendors do not send the data as verified.

Add Exercise

Date	Activity	Minutes Calor	ies Burned Source		+
8/3/2017	Aerobics, step, with 10-12 inch step	122	Self-Entered	1	â
7/13/2017	Fishing from river bank, standing	29	Self-Entered	1	â
7/10/2017	Archery (non-hunting)	150	Self-Entered	1	Ô
7/8/2017	Aerobics, step, with 10-12 inch step	120	Self-Entered	1	â
7/7/2017	Archery (non-hunting)	50	Self-Entered	1	Ô

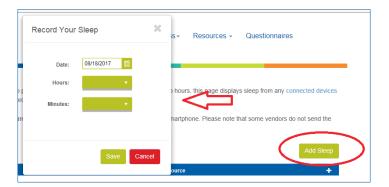
**Sleep Record:** The *Sleep Record* can be accessed from the "Wellness Data" menu item, available under *Wellness* (*Wellness > Wellness Data > Sleep Record*). This page allows you to record and view your hours of sleep per day. In addition to being able to add your own sleep hours,

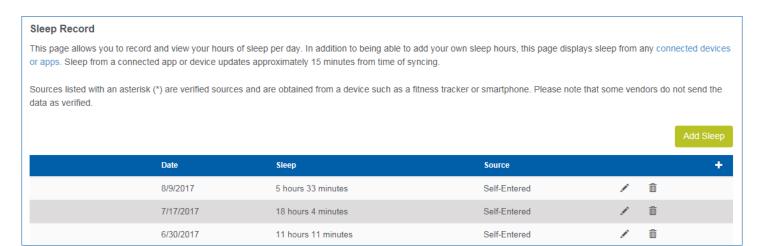
this page displays sleep from any connected devices or apps. Sleep from a connected app or device updates approximately 15 minutes from time of syncing.

Note: The Sleep Record only pulls in FitBit data at this time.

#### To record sleep:

- 1. Select the **Add Sleep** or button which opens the "Record Your Sleep" window.
- 2. Select the date using the date picker and enter your hours and minutes of sleep and Save. Self-reported sleep can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: data obtained from devices and apps cannot be edited or deleted in the Marathon eHealth Portal.





**Food Record:** The *Food Record* can be accessed from the "Wellness Data" menu item, available under *Wellness* (*Wellness* > *Wellness Data* > *Food Record*). This is a read-

only page and displays daily totals for: calories, protein, fat, carbs, fiber, and sodium for foods logged in a connected device or app.



Daily food details can be viewed by clicking the date you want to view. Click OK to close the Food details window.

| Food Details | Food Details | Food Details | Food Record | This page displays food from | Penne | 600 | Penne |

The Food Record is a read-only page and cannot be edited or deleted from within the Marathon eHealth Portal.

### Health Data

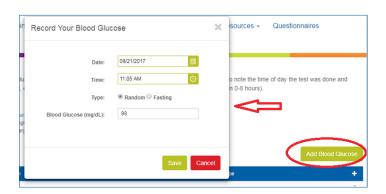
Visit the Blood Glucose, Blood Pressure, and Weight Records to view or record your activity.

**Blood Glucose Record:** The *Blood Glucose Record* can be accessed from the "Health Data" menu item available under *Wellness* (*Wellness > Health Data > Blood Glucose Record*). This page allows you to record and view blood glucose readings measured with a portable blood glucose

meter. It is important to note the time of day the test was done and whether you were fasting (nothing to eat or drink, except water, in the previous 9 hours) or random (have had food or drink within 0-8 hours).

#### To record glucose:

- Select the Add Blood Glucose or button which opens the "Record Your Blood Glucose" window.
- 2. Select the date using the date picker and enter the time the results were obtained. Enter type (Random or Fasting) and enter the result under the "Blood Glucose (mg/dL):" field and Save. Self-reported blood glucose results can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: Results from the Marathon Health Center cannot be edited or deleted. The source will display as MH\* for Marathon Health entered data.



#### Blood Glucose Record

This page allows you to record and view blood glucose readings measured with a portable blood glucose meter. It is important to note the time of day the test was done and whether you were fasting (nothing to eat or drink, except water, in the previous 9 hours) or random (have had food or drink within 0-8 hours).

#### RISK RANGES:

Fasting Blood Glucose (mg/dL) High: 126 or more Mod: 101-125 Target: 100 or less Random Blood Glucose (mg/dL)

High: 200 or more Target: 199 or less

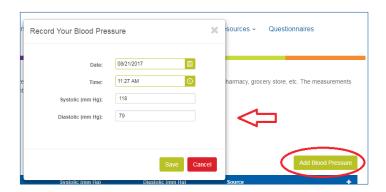
Date	Time	Туре	Blood Glucose (mg/dL)	Source		+
8/21/2017	11:14 AM	Fasting	98	Self-Entered	P	â
8/9/2017	9:47 AM	Random	50	Self-Entered	1	â
8/9/2017		Random	150	MH*		
8/9/2017		Fasting	101	MH*		

**Blood Pressure Record:** The *Blood Pressure Record* can be accessed from the "Health Data" menu item available under *Wellness* (*Wellness* > *Health Data* > *Blood Pressure Record*). This page allows you to record and view blood

pressure (BP) readings measured with a portable cuff at home or a device in a pharmacy, grocery store, etc. The measurements should include the systolic, which is the top number and the diastolic, which is the bottom number.

#### To record blood pressure:

- Select the Add Blood Pressure or button which opens the "Record Your Blood Pressure" window.
- 2. Select the date using the date picker and enter the time the results were obtained. Enter the systolic and diastolic results and Save. Self-reported blood pressure results can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: Results from the Marathon Health Center cannot be edited or deleted. The source will display as MH\* for Marathon Health entered data.



#### **Blood Pressure Record**

This page allows you to record and view blood pressure (BP) readings measured with a portable cuff at home or a device in a pharmacy, grocery store, etc. The measurements should include the "Systolic" which is the top number and the "Diastolic", which is the bottom number.

#### **RISK RANGES:**

Systolic (mm Hg) High: 140 or more Mod: 130-139 Low: 121-129 Target: 120 or less Diastolic (mm Hg)

High: 90 or more Mod: 81-89 Target: 80 or less

Add Blood Pressure

Date	Time	Systolic (mm Hg)	Diastolic (mm Hg)	Source		+
8/21/2017		119	81	MH*		
7/6/2017	11:15 PM	141	60	Self-Entered	1	â
7/6/2017		150	90	MH*		
7/5/2017	11:21 AM	40	10	Self-Entered		â
7/4/2017	2:26 PM	50	190	Self-Entered	A.	

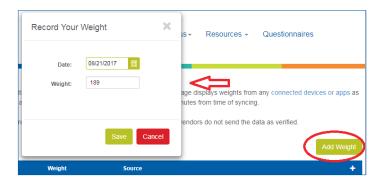
Weight Record: The Weight Record can be accessed from the "Health Data" menu item available under Wellness (Wellness > Health Data > Weight Record).

This page allows you to record and view your weight. In addition to being able to add your own weight results, this page displays weights from any connected devices or apps

as well as weights obtained at the Health Center. Weights from a connected app or device update approximately 15 minutes from time of syncing. Sources listed with an asterisk (\*) are verified sources and are obtained from a smart scale. Please note that some vendors do not send the data as verified.

#### To record weight:

- 1. Select the **Add Weight** or button which opens the "Record Your Weight" window.
- 2. Select the date using the date picker, enter weight and Save. Self-reported weight results can be edited by clicking on the pencil icon or deleted by clicking on the trash can. Note: Results obtained from devices/apps or from the Marathon Health Center cannot be edited or deleted. The source will display as MH\* for Marathon Health entered data.



#### Weight Record

This page allows you to record and view your weight. In addition to being able to add your own weight results, this page displays weights from any connected devices or apps as well as weights obtained at the Health Center. Weights from a connected app or device update approximately 15 minutes from time of syncing.

Sources listed with an asterisk (\*) are verified sources and are obtained from a smart scale. Please note that some vendors do not send the data as verified.

 Date
 Weight
 Source
 +

 8/4/2017
 207
 Fitbit

 8/3/2017
 203
 Fitbit

 7/20/2017
 215
 MH\*

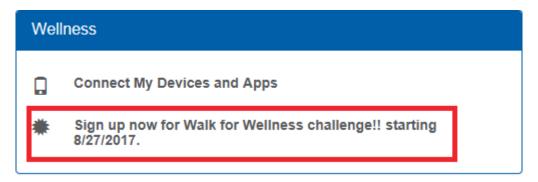
 7/20/2017
 211
 Self-Entered

# **Wellness Challenges**

The "Challenge" menu item is available from the *Wellness* tab for health centers that are in the sign-up period for a challenge or are running an active challenge. The *Challenge* page allows you to register for available challenges as well as view your progress in a challenge.



The Challenge page can also be accessed from the wellness widget on the portal home page.



The Challenge page includes:

- 1. Challenges that you are eligible to enroll in.
- 2. Any active challenges that you are currently enrolled in
- 3. Historical challenges that you have participated in configured to display the winner.

**Sign-up for a challenge:** Challenges can be individual or team based. Team based challenges can be set-up with predesignated team(s) or with an option to create your own team.

To sign-up for an Individual Challenge:

1. Select the **Sign-Up** button from the "Sign Up Now!" widget on the *Challenge* page.



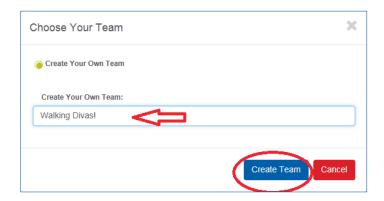
To sign-up for a Team Challenge (Choose Existing Team):

- Select the Sign-Up button from the "Sign Up Now!" widget on the Challenge page.
- 2. Select a team name from the drop down in the "Choose Your Team" window.
- **3.** Click on the **Register For Team** button to register for the challenge with the team you selected.



To sign-up for a Team Challenge (Choose Existing Team or Create Your Own Team):

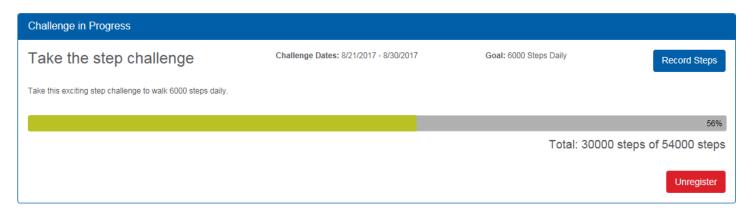
- Select the Sign-Up button from the "Sign Up Now!" widget on the Challenge page.
- 2. Select a team name from the drop down in the "Choose Your Team" window, OR
- Enter the name of your own team and press Create
   Team to create a team. Creating a team will automatically register you in the challenge as a member of that team.



Active Challenge: The "Challenge in Progress" widget will display the following information:

To sign-up for a Team Challenge (Choose Existing Team or Create Your Own Team):

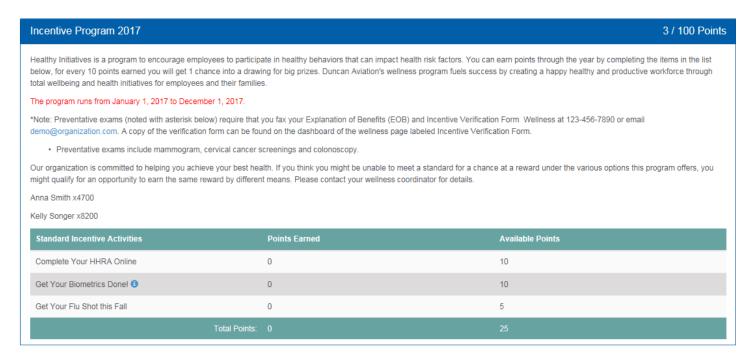
- Name, Team (for a team based challenge), challenge dates, and goal.
- A record button to record your steps/exercise/sleep/ weight. Selecting this button will take you to the corresponding steps/exercise/sleep/weight record page to record your activity.
- A progress bar to view your progress for current total against challenge total.
- The Unregister button will allow you to unregister from an active challenge at any point during active challenge.



### **Incentive Programs**

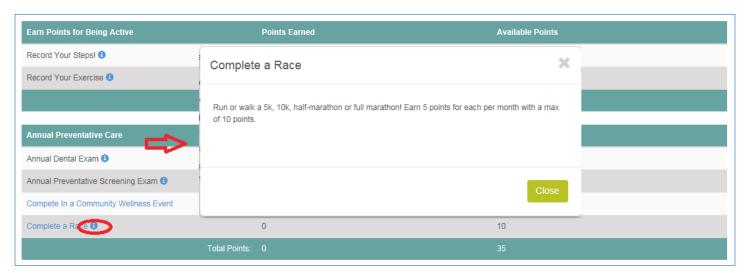
An Incentive Programs menu item is available from the Wellness tab for health centers that are running an incentive program or have run historical incentive programs in the eHealth portal. The Incentive Program page allows you to view a summary of your incentive program activity and awarded points.

The most recent/active incentive program summary will display on the page. You can also select historical incentive programs from the drop-down list if available.

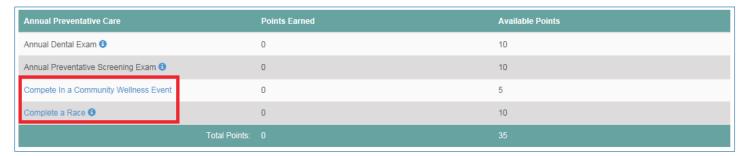


**Earning points for an incentive:** A combination of different types of incentives will be available to earn points for an incentive program. Any incentives that display as a blue hyperlink will bring you to the page within the eHealth portal where you can take action to earn the incentive

(selecting the Complete Your HHRA Questionnaire will take you to the Questionnaire page, for example, where you can then complete your HHRA and earn points). Note: If a blue help icon appears next to an incentive, select it for additional details on how to earn points.

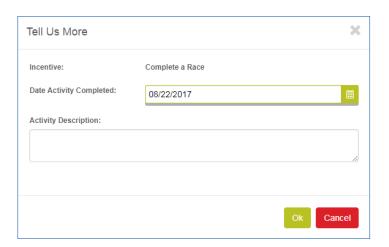


**Reported Incentive:** Reported incentives allow you to selfreport an incentive activity. The incentive will display as a blue hyperlink.



Selecting the hyperlink will launch the "Tell Us More" popup. You can select the date from the date picker and add a description under the description text box, then press **OK**.

**Please note** that some reported incentives require approval in order to award points. Such incentives will be added to the approval queue and will award points once approved by the administrator.



### **Video Tutorials**

How to connect your wearable device:

https://vimeo.com/252783066/482874f4b3

How to register for a challenge and manually record wellness data:

https://vimeo.com/252784204/70969821de

How to manually record wellness data (steps, weight, sleep, exercise minutes):

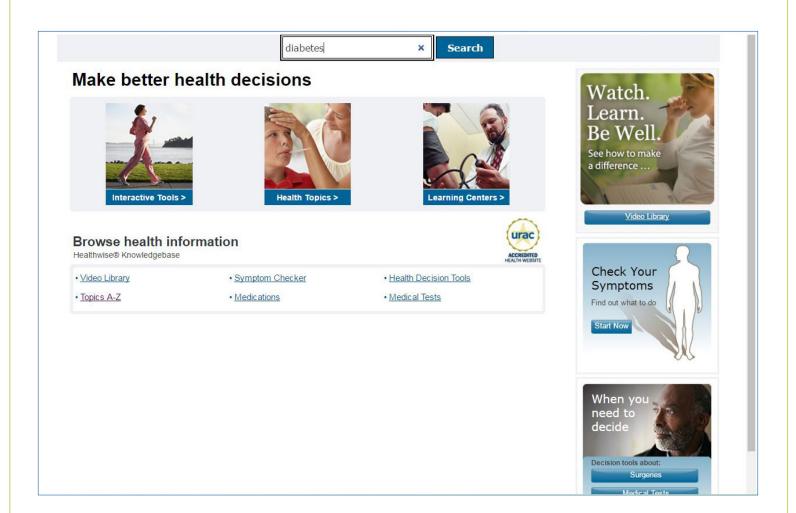
https://vimeo.com/252784857/974e758d2b

### Resources



**HealthWise:** Healthwise® is a medical library that provides access to many general health, disease, and medication questions. This medical knowledgebase gives you the right information about health issues, medical tests and medications when you need it.

Use Healthwise by typing a word in the search box or looking through the list of topics presented in the alphabetical listing "List All Topics A-to-Z." The "Health Topics" area filters topics in various ways—by category or name—as well as interactive tools, medical tests, and support group information.



**Programs & Tools:** The *Programs & Tools* page contains over thirty-five educational programs designed to help manage your health. The programs cover numerous health conditions and wellness topics and consist of

articles and videos that can be reviewed at your discretion. Your Marathon Health provider may recommend that you review specific programs.

#### **Programs & Tools**

The following Programs are designed to help you manage your health. Your Marathon Health provider may recommend these to you or you may complete them on your own. Should you have questions please contact your health center.

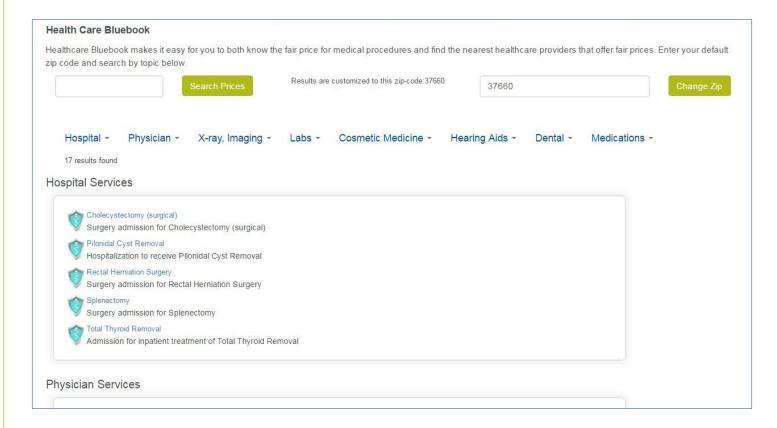
<u>Disclaimer.</u> This Web Site is an information tool, the content of which is for informational and educational purposes only, to support, not replace, the relationship that exists between you and your existing physician or other qualified health care provider. Marathon Health and its third party content providers expressly disclaim responsibility for any adverse effects, loss or risk incurred, as a direct or indirect consequence of using the informational and educational information contained on the Web Site. Always seek professional medical advice from your physician or other qualified health care provider with any questions you have regarding a medical condition. Never disregard professional medical advice or delay in seeking it because of something you read in the Web Site.

Third Party Web Sites. This Web Site may contain hyperlinks or hypertext to third party Web sites not owned or controlled by Marathon Health. Marathon Health is not responsible for the reliability or content of the Web sites linked to the Web Site. Marathon Health makes no representations or warranties regarding the accuracy, integrity or quality of the linked sites. Your use of third party Web sites is at your own risk and subject to the terms and conditions of use for such sites.

In Progress and/or Incentivized Programs

Healthcare Bluebook: Healthcare Bluebook™ simplifies things and makes it easier for you to navigate the healthcare system to find high-quality, low-cost providers. This tool allows you to search any procedure to find out how much you should be paying in your area; compare procedure costs and make decisions about your healthcare and save money in out-of-pocket costs every

time you receive medical care. Healthcare Bluebook ranks all hospitals nationally by procedure to show patients the top and bottom performing hospitals in their local market. This ensures that you get the highest levels of care for the medical procedures that you need. Please note, this is a service that is only available if your employer has contracted for it through Marathon Health.

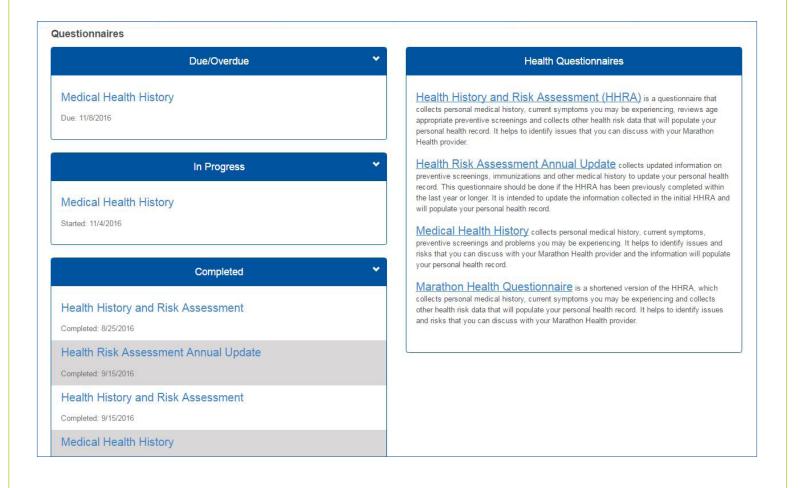


### Questionnaires

The *Questionnaires* page is where you access health screenings and a variety of health questionnaires that are available to you.

The HHRA Questionnaire is the first questionnaire that you will complete. It provides an analysis of your health history and risks based on your lifestyle information and physical data gathered during the assessment process. The HHRA is intended to help you learn more about your health. The information obtained in the HHRA will populate your Personal Health Record. By keeping all of your information in one place, it will help you begin your journey toward making more informed health choices. The estimated time to complete the HHRA is 20-30 minutes.

The HHRA has multiple sections, which must be completed in full in order to have the information sent to the Health Record. If you are unable to complete the HHRA, you can select the green **Finish Later** button in the top right corner. You can go back to complete the HHRA at a later time by selecting the *Questionnaires* tab, and clicking on the Health History and Risk Assessment under "In Progress" on the left side of the screen. When all sections of the questionnaire are complete, select **Send to Health Record** so the information can be stored in your Health Record.



# My Settings



Personal Information: The Personal Information section (under My Settings in the top toolbar) is where you can add or update personal information, healthcare providers, and contact information. Some information will be automatically populated from the HHRA questionnaire and your medical record. Add or change information by filling out the available forms. Add as much information as you want, hit the Save button, and the Personal Information screen will be updated. The following sections are available.

**Personal Information:** Here you can add and edit your personal information, such as basic demographics, home and work address and personal contact information.

**Enrolled Programs:** Your Marathon Health provider may have you rolled in a Chronic Condition Program. Here you can track those programs to which you are enrolled, as well as the current status of the program. Please check with your health coach for additional questions.

Medical Providers: View and add your physician and other caregivers into the system. Simply click the Add icon (+) and fill in the details. You can easily edit each provider record by clicking on the pencil icon to the right of each name; then, make your changes. Your assigned Marathon Health provider appears at the top.

**Contacts:** Here you can store personal and emergency contact information. Click the **Add icon (+)** and fill in the details. Please be sure to identify a primary contact and primary phone number. Existing contacts are edited by clicking on the pencil icon to the right of each name; then, make your changes.

**Login & Security:** The Login & Security page will help you manage your access to the eHealth Portal. Follow the simple instructions to change your password.



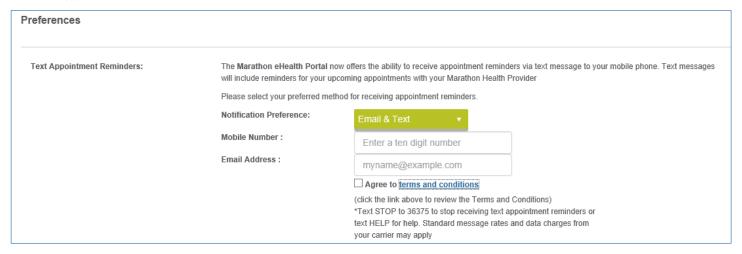
#### **Preferences**

New - Alerts in the eHealth Portal: There are now two new alerts in the eHealth Portal. If you have not updated your preference for Text Appointment Reminders and Granting Access to Appointments, these will be presented to you on login, and persist until you either close the alert, or go to the Preference page and update the preference. Clicking anywhere in the alert box will navigate you to the Preference page.

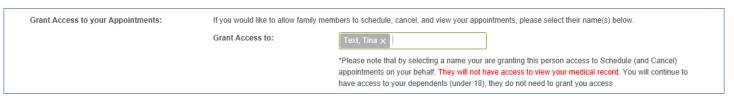


**Now in My Settings > Preferences:** The following preferences are available. Preferences 1 and 3 have been moved from the Personal Information page, and preference 2 is new.

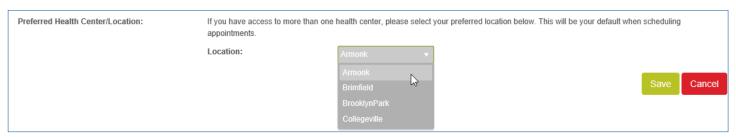
1. Text Appointment Reminders: used to update your preference for appointment reminders. The options are Email Only (default), Text Only, and Email & Text. If either of the options with Text are selected you are required to enter your Mobile number, as well as agree to the Terms and Conditions. You can also text ENROLL to 36375 to receive text appointment reminders.



2. Grant Access to your Appointments: used to allow family members (i.e. spouse/partner or parent if you are >18) access to schedule, cancel, and view your appointments. By default, no one has access to schedule on your behalf, and selecting a name will grant that family member the ability to schedule for you when they access the eHealth Portal. They will not have access to your medical record.



3. Preferred Health Center/Location: used to select your preferred health center location. This would only be enabled if your employer has multiple health centers, and will become your default on the home page, when scheduling appointments, and sending messages.



# Help



**User Guides:** Click here to access user guides for both the eHealth Portal, the Wellness User Guide, as well as a short video demonstration/overview of the eHealth Portal.

**Technical Support:** Click the **Technical Support** link for general questions about the eHealth Portal. Fill out the form, including a phone number if you want a call back, plus your brief question or comment. Please

remember, that the online form will be submitted to the Marathon Health Help Desk, so do not include personal health information. You can also contact the Help Desk at 888.490.6077.

All medical questions, as well as questions about scheduling or the data in your health record should be directed to your Marathon Health center.