



COMMON QUESTIONS

1. Why is it important to Kaiser Permanente that our employees are healthy?

At Kaiser Permanente, we aspire to have the healthiest workforce in the health care industry. Together we can build a culture of total health that will enable all of us to be and stay healthy, as we deliver on our mission to provide high-quality, affordable health care services and to improve the health of our members and the communities we serve.

2. Why should I take the Total Health Assessment?

Taking the Total Health Assessment is voluntary. The assessment is an important step in the investment of your own wellness and will give you a baseline understanding of your current health.

3. What if I've already taken the Total Health Assessment?

If you have previously taken the assessment, retaking it is fast and simple. The information you entered last time will still be there; you only need to update what has changed. Kaiser Permanente recommends you take the Total Health Assessment once a year to stay on top of your health. That way you can monitor any changes — good or bad — in your health status over time. You can take the assessment once every six months for more frequent feedback.

4. Can I take the assessment at home?

If you have Internet connection at home, we encourage you to take the assessment in the comfort and privacy of your home. Several questions require quiet time and thoughtfulness when responding.

5. Can I take the assessment during work time?

Because there are many questions that are personal and require focus and reflection when responding, we encourage you to take the assessment in the comfort and privacy of your own home. If you're unable to do so, then you can arrange for a reasonable amount of time during work hours to take it,

provided it doesn't disrupt operations or result in backfill or overtime. Work with your manager to choose a time when schedules and duties permit, and when there's adequate staffing.

6. What if I don't have any of my lab results or want to skip questions?

You can skip questions for any reason (i.e., you don't have the information, you don't remember, or you don't want to answer it). Just remember that skipping questions will make your action plan less personalized.

7. What if I can't finish the assessment in one sitting?

You can save it and come back to it later.

8. Is my information secure and will my privacy be protected?

Yes and yes! The program used procedural, physical, and electronic security methods specifically designed to prevent unauthorized access to your information. As your employer, Kaiser Permanente will NOT be given the actual results of your assessment without your permission. This information is held by HealthMedia®, a third-party vendor. Kaiser Permanente as your employer receives reports only in group form, and no individual employee or information is identified without that individual's permission. You can choose to include your assessment results in your electronic health record. If you do decide to include this information, only your doctor and appropriate health care team will have access to it. Your individual personal information will not be shared.**

9. What is HealthMedia®?

HealthMedia® is the third-party vendor with whom Kaiser Permanente has contracted to administer the Total Health Assessment.

**Privacy regulations (HIPAA and state law) regulate the assessment summary to the same extent as any other health information in a patient's electronic medical record. Kaiser Permanente may use or disclose your Total Health Assessment results and other protected health information as permitted or required by law for quality assurance and for research.



TOTAL HEALTH ASSESSMENT

At Kaiser Permanente, we lead the way in making lives better for our employees by working together to improve their total health — mind, body, and spirit. We strive to have the healthiest workforce in the health care industry, which means having employees who feel supported and inspired about leading a healthy lifestyle. By focusing on our own health, we can serve as role models for each other, our members and patients, and the communities we serve. We want and ask you to invest in your own wellness.

One important step in that investment is to get a baseline understanding of your health by completing the Total Health Assessment. The assessment is an online questionnaire that gives you an in-depth look at your overall health — from how often you exercise to what you eat in the morning. This **PERSONAL AND CONFIDENTIAL** tool then provides suggested lifestyle changes to help you meet your health goals.

IMPORTANT TIPS

THINGS TO DO BEFORE YOU TAKE THE TOTAL HEALTH ASSESSMENT

1. If you don't have one already, register for a kp.org user ID and password at www.kp.org/register.
2. The information in the table below will help you to receive a more customized action plan. This information is **NOT** required to take the assessment.

Height	
Weight	
Waist Measurement	
Blood Pressure	
Total Cholesterol (in lipid panel)*	
HDL Cholesterol (in lipid panel)*	
LDL Cholesterol (in lipid panel)*	
Triglycerides (in lipid panel)*	
Glucose (Blood Sugar)*	
FASTING or RANDOM (circle one)	

* You can find several of the above items online by going to www.kp.org/myhealthmanager and clicking on "My medical record" or "My test results". Look for the test results listed above and write down the corresponding numbers.

3. If you don't have the above information, you can still complete the Total Health Assessment. Your action plan will just be less personalized.

GOING ONLINE TO TAKE THE TOTAL HEALTH ASSESSMENT

1. Go To www.KP.org/THA and click on "Start A Total Health Assessment"
This will bring you to the kp.org log-in page.

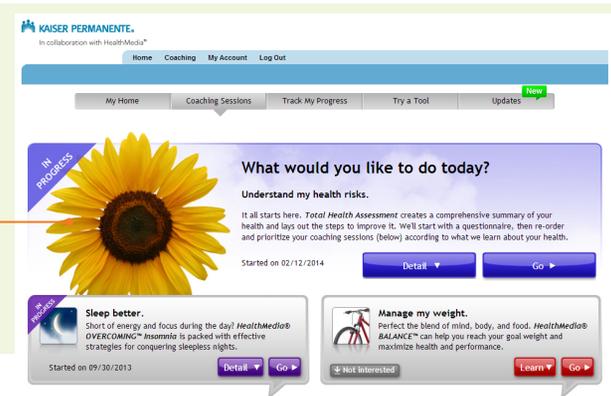


Depending on your web history on kp.org, you may be directed to accept terms and conditions, confirm your email, and/or navigate through your personal kp.org page. Follow the prompts, and look for "Evaluate your total health" or "Total Health Assessment".

2. Type in your kp.org user ID and password and click on "Sign On". You must have a kp.org user ID and password to access the questionnaire.[†]



3. Look for the sunflower icon to find the Total Health Assessment questionnaire. Click "Go" to begin![‡] If you have previously taken the Total Health Assessment, be sure to click "Retake" to update your information on the questionnaire.



YOU CAN TAKE THE ASSESSMENT ONCE EVERY SIX MONTHS FOR MORE FREQUENT FEEDBACK. THE ASSESSMENT TAKES LESS TIME IF YOU HAVE PREVIOUSLY COMPLETED IT.

[†] If you are not a Kaiser Permanente member but are a benefited employee, you can still complete the questionnaire. Go to the bottom of www.kplivewellbewell.org home page and follow the directions. First-time participants can sign up and enter Employer Group ID HWF1 and subgroup ID 9999.

[‡] For Total Health Assessment technical assistance, contact HealthMedia@ at 1-866-433-9284.