

# The Aetna Health Assessment and Personal Health Record Step-by-Step Access Guide

## For Aetna and Kaiser Health Plan Members

This guide outlines the steps you'll need to take to register for the Aetna Simple Steps To A Healthier Life® Health Assessment and Personal Health Record.\* These steps are in place to protect the privacy and security of your health information. On subsequent visits, these steps will not be required. You'll only need to enter your user name and password, making it easy and quick to log on and use both the Health Assessment and the Personal Health Record (PHR).

## Getting started

Both of these online tools can be accessed from any computer that has an Internet connection. If you don't have a home computer, you can still access them through a computer at your local library or Internet café. In addition, public Internet kiosks at health care facilities can make it possible for you to print and share your Health Assessment with your doctor or access your PHR online in an emergency, as long as you have already registered ahead of time.

Although these two tools are Aetna products, they are available to all eligible UPSers with Aetna and Kaiser. If you have UnitedHealthcare as your medical carrier, please select their step-by-step access guide for access to your Health Assessment and PHR. This guide provides step-by-step instructions for accessing both your Aetna Health Assessment and PHR.

Please note: To be eligible for the PHR, you must have elected UPS medical coverage.

## Step 1: Register

If Aetna administers your medical **or** dental coverage **or** Flexible Spending Account and you have previously signed up for an Aetna user name and password, you can access both of these tools online. Simply visit **www.upshealthyconnections-informedchoices.com**, click the **Health Assessment** or **Personal Health Record** link, then enter your Aetna user name and password.

If your health plan carrier is Kaiser—or Aetna and you have not yet registered for Aetna—it will take only a few minutes to register. Simply follow the instructions below.

## Go to the Web site

- Visit **www.upshealthyconnections-informedchoices.com** (remember to save this page as a “favorite” in your Internet browser)
- Access either the **Health Assessment** or **Personal Health Record** link



## Identify yourself and enter information

Click on the **"Member Log In"** button and select the **"Register"** link.



### For subscribers or primary members\*:

- Click the button next to the text:  
**"I am the subscriber, primary member or employee."**
- Complete the registration process by entering the requested personal information



### For the dependents of subscribers or primary members:

- Click the button next to the text:  
**"I am the dependent of a subscriber, primary member or employee eligible for my own Simple Steps To A Healthier Life, Aetna Rx Home Delivery, Personal Health Record and/or Health Assessment."**

- Enter the requested personal information for yourself and the subscriber (UPS employee or retiree) and click **"Next"** to complete the registration process

Your registration is now complete for the Simple Steps To A Healthier Life Health Assessment.

Continue to Step 2 and Step 3 for the Personal Health Record (PHR).

## Step 2: Answer Additional Questions to Protect the Security of Your Information

After you have completed the steps above you will be required to enter additional information unique to you.

## Step 3: Complete the Walk-Me-Through tour

After you complete the registration process for the PHR, you will automatically be taken to the Walk-Me-Through tour, which is similar to popular tax-filing software.

If you are enrolled with Aetna, you will see that some of your health information from your previous medical claims is already included.

If you are enrolled with Kaiser, your medical claims will not automatically populate in the Aetna site. You will need to update this information manually.

- Review each section to confirm that the information is correct, and enter additional information that only you would know, such as over-the-counter medications you may take
- Click **"Update"** to review and add additional information, then click **"Save"**
- Click **"Next"** to go to the next section

When you have completed this section, you can go to your Health Summary page and see that your information appears here, as well as on each individual page.

## Important Information

### Your privacy and security are protected

- The Health Assessment and Personal Health Record comply with the UPS Health Plans Privacy Practices as well as federal and state laws.
- For more information about UPS's Notice of Health Plans Privacy Practices, click the **"Privacy Notice"** link found at the bottom of every page on [www.upshealthyconnections-informedchoices.com](http://www.upshealthyconnections-informedchoices.com).
- For more information about the Privacy Policy governing the Health Assessment or the Personal Health Record, click on the **"Web Privacy Statement"** and **"Privacy Notices"** links found at the bottom of each page of the Web site.

### If you need help

If you have a question or need assistance accessing either of these tools you can click on the **"Contact Us"** link located on every page of the Web site.

\*The Aetna Health Assessment and Personal Health Record are available to those enrolled in UPS-administered health care plans administered by Aetna or Kaiser. The Health Assessment is available only to employees and under-65 retirees and their spouses. The Personal Health Record is available to employees and under-65 retirees, their spouses and other covered dependents age 18 and older. A Personal Health Record for dependents under the age of 18 can be accessed through the UPS employee's health management account. If you are a Kaiser member, you have access to the Aetna Health Assessment and the PHR and may have similar tools available to you at <http://my.kp.org/ups>. For Kaiser members, the Aetna tools are available to help facilitate your participation in the UPS [Incentive Program](#) based on Incentive Program guidelines.

†An Aetna subscriber is a UPS employee or retiree. A primary member is the covered, surviving spouse or oldest child of an employee or retiree who is no longer living.

If there is any discrepancy between the summarized information provided in this publication and the official plan document(s), the plan document(s) will always govern. Detailed information regarding the plan can be found in the plan's Summary Plan Description (SPD) or in the official plan document, which legally governs the plan's operation. UPS reserves the right to terminate or change any benefit plan at any time.

The Personal Health Record should not be used as the sole source of information about health conditions or medical treatment. Nor should it replace the important relationship with your doctor. The Personal Health Record is designed to support that relationship – not replace it. The Personal Health Record will provide you with information including medical claims, alerts and reminders to help you work with your doctor more effectively; however, only your doctor can diagnose or treat a health condition.