

**INSTRUCTIONS FOR COMPLETING THE STATE HEALTH PLAN  
HEALTH ASSESSMENT PREMIUM CREDIT ACTIVITY**

1. Navigate to the State Health Plan's web site at [www.shpnc.org](http://www.shpnc.org)
2. In the green section, mid-page, click on the My Personal Health Portal link.



Like Us on Facebook | Stay Con

About the  
State Health Plan

Plans for  
Active Employees

Plans for  
Retirees



Questions about planning or  
saving for retirement?

Attend an NC Total Retirement  
Readiness Fair starting in June!

Prepare for your future!

Enroll Now

Find a Doctor

My Personal Health Portal

Health Benefits Estimator

Rate Calculator

Member Login

3. Sign in with your User name and Password specific to this portal. Your UNC onyen and password will not work! If you are new to the Personal Health Portal, click on Create an Account and proceed through the registration steps. **Click on the "I forgot my..." links to reset your user name and/or password.**



## Discover a Healthier You!

Inside you'll find all the resources, guidance and support you need to reach you start down the path to a healthier lifestyle today.

**ⓘ** Please note that this website will be unavailable on Saturday, 06/18/201 scheduled maintenance. We apologize for any inconvenience.

### Members Sign In Here

\*Required Field

User name\*

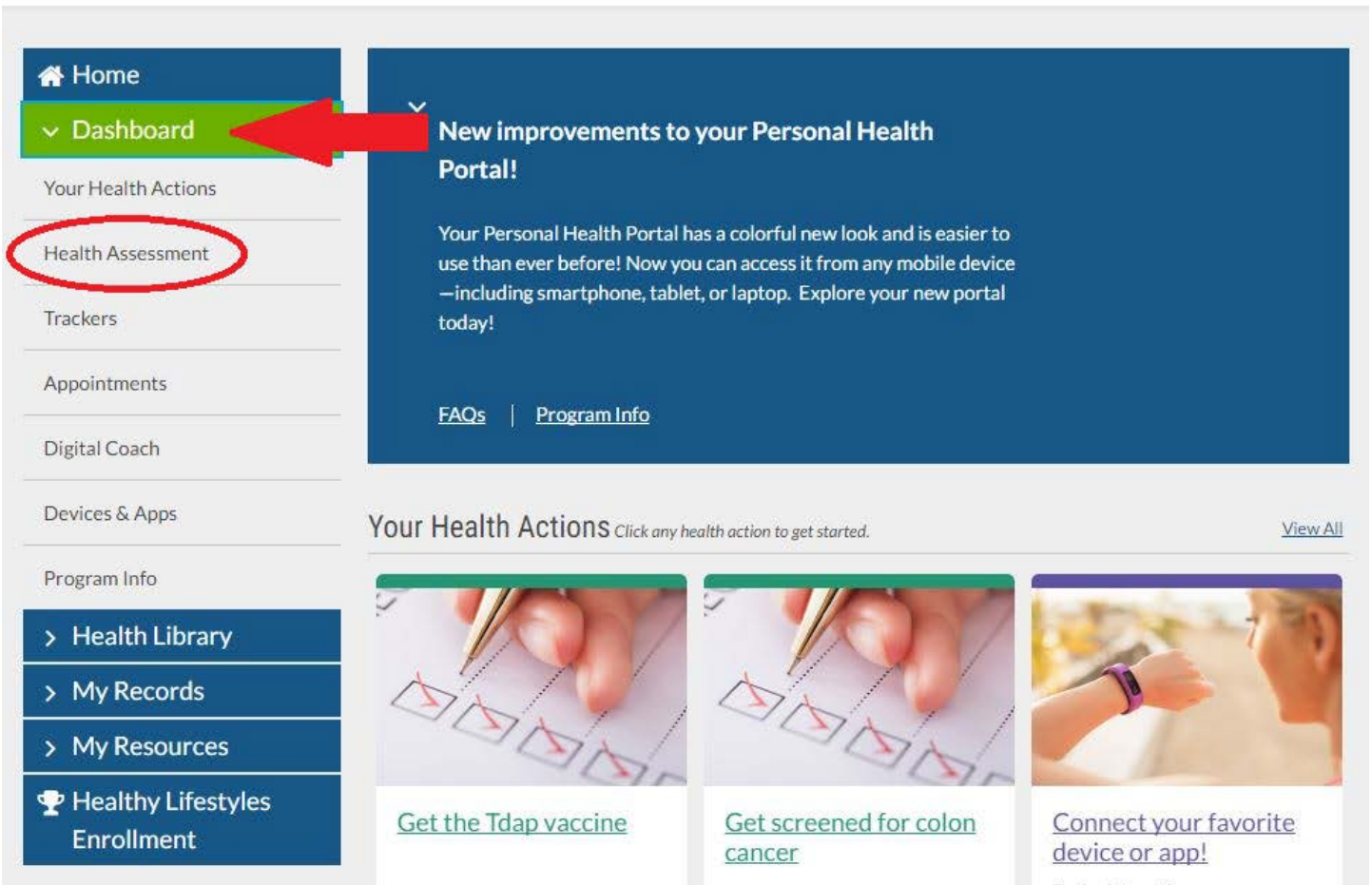
Password\*

I forgot my [username](#) | [password](#)

**Submit**

New here? [Create an Account](#)

4. Click on the Dashboard link to expand the Dashboard menu, then click on the Health Assessment link.



**Home**

**Dashboard**

Your Health Actions

**Health Assessment**

Trackers

Appointments

Digital Coach

Devices & Apps

Program Info




- > Health Library
- > My Records
- > My Resources
- Healthy Lifestyles Enrollment

**New improvements to your Personal Health Portal!**

Your Personal Health Portal has a colorful new look and is easier to use than ever before! Now you can access it from any mobile device –including smartphone, tablet, or laptop. Explore your new portal today!

[FAQs](#) | [Program Info](#)

**Your Health Actions** *Click any health action to get started.* [View All](#)

-   
[Get the Tdap vaccine](#)
-   
[Get screened for colon cancer](#)
-   
[Connect your favorite device or app!](#)

5. The Health Assessment has four sections: Health History, Lifestyle, Improving Your Health and Additional Question. Complete each series of questions by clicking on the Get Started link located in each section.

[Home](#) > [DASHBOARD](#) > [HEALTH ASSESSMENT](#) > [UPDATE HEALTH ASSESSMENT](#)

## Update Health Assessment ?

Your Health Assessment was last taken on 9/22/2015.

**ATTENTION: Health Assessment (HA) data will be cleared on 5/1/16**  
Your health status changes over time. Updating it allows you to identify steps for improved health.

**Completion Status**

80/20 & Consumer-Directed Health Plan members: Get a Wellness Premium Credit for 2017 by completing the Health Assessment between **May 1, 2016, & the end of Open Enrollment.**

**New Hires:** If your 30-day window for completing Wellness Premium Credits ends after May 1, 2016, complete your HA after May 1, 2016 to receive the credit for 2016 & 2017.

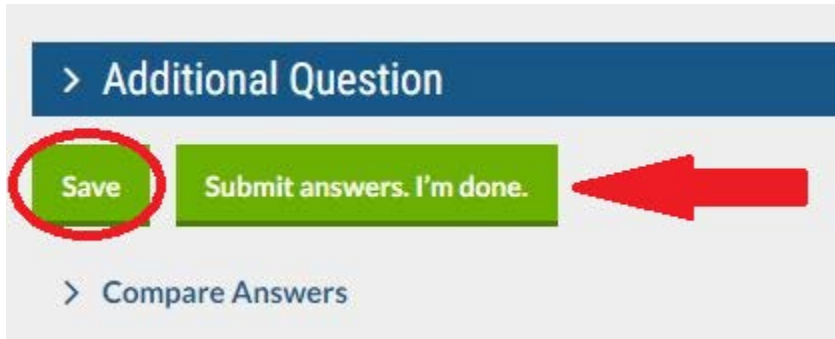
If your 30-day window ends before May 1, 2016, complete your HA within 30 days of your hire date to receive the credit for 2016. Then, complete the HA again between May 1, 2016, & the end of Open Enrollment to receive credit for 2017.

Your Health Assessment was last taken on 9/22/2015. Click a category to update or retake your Assessment.

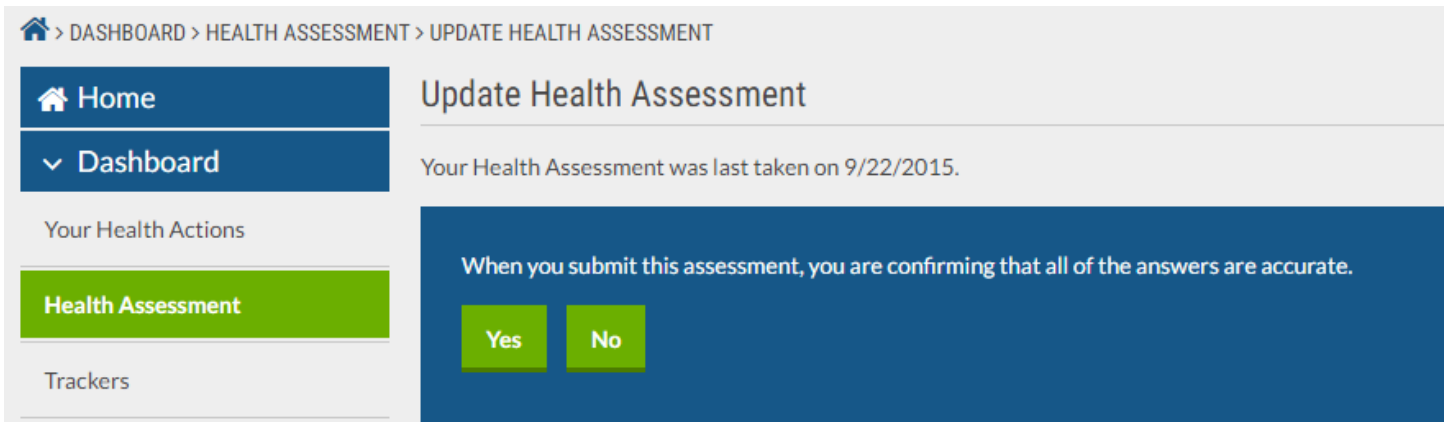
- > **Health History** [Get Started](#)  
Please complete all questions in your Health Assessment, including blood pressure, total cholesterol, HDL, LDL, triglycerides, glucose or A1c for diabetics, height, and weight. Providing these values will give you a better view of your total health. Completing the Health Assessment will qualify you to receive a premium credit on the Enhanced 80/20 and Consumer-Directed Health Plans.  
*Your health screening values can be obtained from your Primary Care Provider or an Independent lab.*
- > **Lifestyle** [Get Started](#)  
**Note:** The following tobacco question does **NOT** count towards the tobacco attestation that State Health Plan members are required to complete to receive a credit towards their premium. You **MUST** complete the tobacco attestation Wellness Premium Credit in your enrollment system to receive the non-tobacco user credit.
- > **Improving Your Health** [Get Started](#)  
Changing your habits may not happen overnight but even small steps to improve your health will bring significant benefits.
- > **Additional Question** [Get Started](#)

[Save](#) [Submit answers. I'm done.](#)

6. When you are finished with all sections, click on Save, and then on Submit answers, I'm done.



7. Confirm your answers by clicking Yes, or if you need to modify your answers, click on No to return to the Health Assessment.



- Review your Health Assessment Risk Status and the health action recommendations for ways to enhance your healthy lifestyle activities.

Home > DASHBOARD > HEALTH ASSESSMENT

**Health Assessment** ? 🖨

Your Health Assessment was last taken on 6/20/2016.

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👤 Healthy Lifestyles Enrollment

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**Your Risk Status is Low**  
as of 6/20/2016

Low

Medium

High

Risk level is based on diagnosed conditions, at-risk conditions, and lifestyle choices.



**Weight: Boost your Metabolism**

Explore this and other topics in the Weight Management category of our Digital Coach.



**Weight: Healthy Eating**

Explore this and other topics in the Weight Management category of our Digital Coach.



**Weight: Genetic Influences**

Explore this and other topics in the Weight Management category of our Digital Coach.

9. Click on the mailbox icon near the Sign Out link to access confirmation of completion.
10. Click on the "Congratulations" message bar to expand the confirmation statement message.
11. Click on the View/Print link to print a copy for your records (highly recommended).

The screenshot shows the NCHALTHSmart interface. At the top right, there is a "Welcome," greeting, a "Sign Out" link, a mailbox icon with a notification badge of "6", and a "Español" language option. A red arrow points to the mailbox icon. Below the header, the "MESSAGES" section is active. A sidebar on the left contains navigation links: Home, Dashboard, Health Library, My Records, My Resources, and Healthy Lifestyles Enrollment. The main content area is titled "Messages" and includes a sub-header "Stay up-to-date by checking your messages frequently. Please note that once you have marked a message as read you cannot mark it as unread." Below this is a dropdown menu for "Unread Messages". A blue message bar is expanded, showing a "Congratulations on completing your Health Assessment" message dated June 20, 2016. The message text reads: "Congratulations on taking a step to improve your health by completing the Health Assessment on 6/20/2016. Be sure to check out the Health Actions that may have been identified as important things to do for your health." A green button labeled "View/Print Your Completion Certificate" is located at the bottom of the message, with a red arrow pointing to it.

12. This completes the Health Assessment process. Click on Sign Out to exit the application.

The screenshot shows the NCHALTHSmart interface for the Health Assessment page. At the top right, there is a "Welcome," greeting, a "Sign Out" link circled in red, a mailbox icon with a notification badge of "5", and a "Español" language option. Below the header, the "DASHBOARD > HEALTH ASSESSMENT" section is active. A sidebar on the left contains navigation links: Home and Dashboard. The main content area is titled "Health Assessment" and includes a sub-header "Your Health Assessment was last taken on 6/20/2016." At the top right of the main content area, there are icons for help and print.