

# Total Health Assessment (THA) Quick Start Guide



**Before you begin**, it's helpful, although not required, to have the following information on hand: height, weight, waist measurement, immunization history, blood pressure, cholesterol, and glucose (blood sugar). See below for instructions on "How to Find Your Health Information on [kp.org](http://kp.org)."

**STEP 1:** Go to <http://kp.org/hwf>. Click **Take the THA for KP Health Plan Members**.

**NOTE:** If you are a benefited employee but you are not a Kaiser Permanente member (you get your health coverage elsewhere), click **Take the THA for non-KP Health Plan Members**, and follow the directions.

**STEP 2:** Enter your member kp.org sign-on information if you're not already logged on.

**NOTE:** This is not your NUID. Instructions are provided if you do not know your kp.org sign on or don't have one.

**STEP 3:** Follow the directions on the page. This will vary depending on whether you are taking the THA for the first time, retaking it or finishing one you started.

**STEP 4:** After completing the THA questionnaire, click on **Certificate of Completion** (in your **Plan** links) to confirm that you have completed the THA.

**Congratulations!** You took an important step in your health and wellness plan, and helped eligible employees in our region meet the first gate in the Total Health Incentive Plan.

## How to Find Your Health Information on KP.org

**STEP 1:** If you are a KP member, go to [kp.org](http://kp.org) and sign on using your member log-on info, or register for log-on information.

**STEP 2:** Click on **My Medical Record**. (under **My Health Manager** tab).

**STEP 3:** Find your numbers:

- » Select **Past visit information** (on the left side of the page) to find weight, height, and blood pressure readings from your most recent doctor visit.
- » Select **Test results** if you've had your cholesterol, triglycerides or blood sugar measured.
- » Select **Immunizations** to see your immunization history.

**STEP 4:** Record your numbers.



Height		Total Cholesterol		Glucose (Blood Sugar)	
Weight		HDL Cholesterol		Circle one: Fasting or Random	
Waist Measurement		LDL Cholesterol			
Blood Pressure		Triglycerides			



**NOTE:** This information is kept confidential, consistent with HIPAA and other privacy laws and regulations. None of it will be seen by Kaiser Permanente as your employer.