

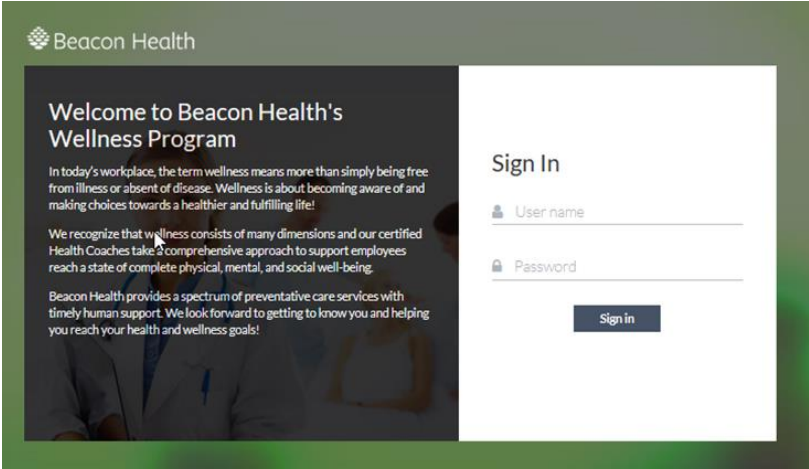
# Beacon Health Wellness Program Instructions

## Contents

- Sign In**..... 1
- View Employee Dashboard** ..... 2
- Biometric Screenings**..... 3
  - View Biometrics Data and Biometric Action Needed** ..... 3
  - Upload Your PCP Provider Form** ..... 4
  - Opt out of EMR Data Pull** ..... 5
- Wellness Programs**..... 6
  - Enroll in a Coaching or Weight Solutions Session** ..... 6
  - View Enrolled Sessions**..... 8
  - Complete Enrolled Session Health Risk Assessment**..... 9
  - Complete Session Survey** ..... 10
  - View Your Session in a Calendar**..... 10

## Sign In

1. Sign into the website <https://beaconhealthwellness.org/my-account/login.aspx>
  - a. Use your Northern Light Health (network) Username and Password

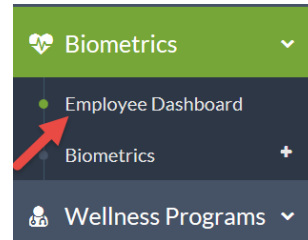


# Beacon Health Wellness Program Instructions

## View Employee Dashboard

Your Dashboard displays when you log in. (May take a few minutes to load)

1. Click Biometrics
2. Click “Employee Dashboard”



☰ BEACON HEALTH WELLNESS PROGRAM

 A screenshot of a web dashboard for the Beacon Health Wellness Program. The dashboard is organized into several sections:
 

- Upcoming Alerts:** A section with a 'View All' button.
- Pending Surveys:** A section with a 'View All' button.
- Biometric Weight Trend:** A line chart showing weight in pounds over time. The y-axis ranges from 0 to 180. The x-axis shows dates in April. Below the chart is a table:
 

Weight (Pounds)	04/04/2019   175.75	04/10/2019   168.8	04/15/2019   145
-----------------	---------------------	--------------------	------------------
- Biometric Blood Pressure:** A grouped bar chart showing systolic and diastolic blood pressure. The y-axis ranges from 0 to 120. The x-axis shows dates in March and April. Below the chart is a table:
 

Blood Pressure	03/26/2019   110/70	04/04/2019   110/80	04/15/2019   120/80
----------------	---------------------	---------------------	---------------------
- Enrolled Sessions:** A section with a 'View Upcoming Sessions' button. Below it is text: "You are enrolled for Weight Solutions Session on Monday from 12:00 PM to 12:30 PM at EMMC Greystone Eagle Conference Room, 498 State Street, Bangor, ME 04401 with Jennifer [redacted]. [Click Here](#)"

**Upcoming Alerts** – The latest information/alerts of upcoming Wellness Biometric and Coaching Sessions.

Select [View All](#) to see more detailed information.

**Pending Surveys** – Lists any enrolled session surveys available to complete

**Biometric Weight Trend** – Shows up to 3 of your most recent weights from Wellness Biometric Screenings (Weight will not be displayed prior to 2019)

**Biometric Blood Pressure** – Shows up to 3 of your most recent blood pressure checks from Wellness Biometric Screenings

**Enrolled Sessions** – Displays up to 3 sessions you enrolled in, with an option to click and navigate to a session

# Beacon Health Wellness Program Instructions

## Biometric Screenings

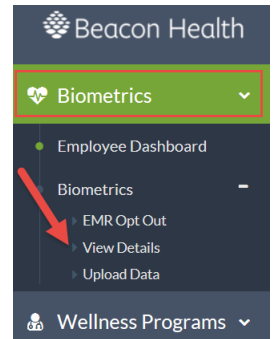
### View Biometrics Data and Biometric Action Needed

**Viewing your Biometric status** – This screen will identify your current biometric gaps for the year. Gaps are areas/actions that need to be satisfied in order for you to receive your health plan rewards.

1. Click Biometrics
2. Click “Biometrics”
3. Click “View Details”
4. The View Biometric Data screen will open and display your current values and areas you need to complete your biometrics.

Biometric Action Types:

- Golden – You are all set.
- Full Screening – You need to attend a wellness screening (you will need to fast).
- Partial Screening – You need to attend a wellness screening but do not need lab work (no need to fast).
- Lab – You need to take a lab voucher to a NLH lab (you will need to fast).
- Biometric Action field – Recently health plan eligible employees, you need a full screening.



View Biometric Data

Year: 2019

Employee ID: [REDACTED] Customer Location: BEAC

Employee Name: [REDACTED] Biometric Action: **Golden**

Date Of Birth: [REDACTED]

Observation	Value	Value Date
*BP	110/80	04/04/2019
*Height (Inches)	65	04/10/2019
*Weight (Pounds)	168.8	04/10/2019
*BMI	28.1	04/10/2019
Waist Circumference	38	03/26/2019
*Glucose	80	03/25/2019
*HbA1C	5.5	04/04/2019
*LDL	90	03/25/2019
HDL		
Total Cholesterol	180	04/11/2019

Note: Fields marked with asterisk (\*) are required. Glucose or HbA1C is required.

5. Any required values you need will be highlighted in red.  
\*Glucose or HbA1C are required. If you have met one, you do not need to meet the other.

# Beacon Health Wellness Program Instructions

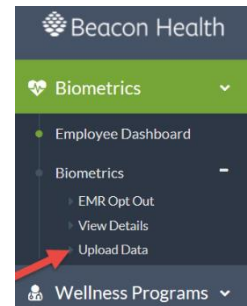
Observation	Value	Value Date
*BP		
*Height (Inches)		
*Weight (Pounds)		
*BMI		
Waist Circumference		
*Glucose	100	05/09/2018
*HbA1C		
*LDL	146	05/09/2018
HDL	81	05/09/2018
Total Cholesterol	236	05/09/2018

Note: Fields marked with asterisk (\*) are required. Glucose or HbA1C is required.

## Upload Your PCP Provider Form

If you're missing values you can attend a screening or your provider can complete a PCP Provider form available at <http://beaconhealth.me/> between dates identified in email communication and upload here.

1. Click Biometrics
  2. Click "Biometrics"
  3. Click "Upload Data"
  4. The Employee Information screen opens
  5. Fill-in biometric information before attaching and submitting completed Provider form.
    - a. Enter your biometric information and date of service for each area on the provider form
    - b. Select your PCP from the dropdown (Practice will auto-populate)
- Note: If your PCP is not listed, choose "Other" from the Dropdown then fill in the PCP and Practice fields
- c. Click the Browse button next to the Upload PCP File to select a file from your computer
- Note: Must be .jpg, .png, .jpeg or PDF file formats and max file size of 5MB
- d. Optional: Fill-in personal email field to receive email communications from the wellness platform at this address.



**Employee Information**

Employee ID  Date Of Birth

Last Name  Customer Location

First Name

Personal Email  Upload PCP File\*

**Biometric Values**

Blood Pressure  /

Height (Inches)

Weight (Pounds)

BMI

Glucose

A1C

LDL

HDL

Total cholesterol

PCP\*  If Provider not found, select other and complete the boxes below.

Practice\*

PCP Other

Practice Other

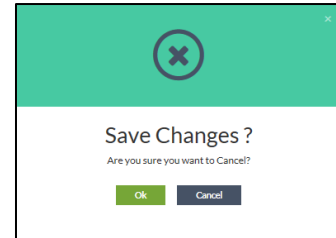
this address.

# Beacon Health Wellness Program Instructions

- e. Click Save
  - i. Validation Success: a message of “Biometrics details saved successfully” will appear
  - ii. Validation Failure: Red Boxes will highlight the problem fields, review the error message for guidance to fix the problem, re-enter your information as applicable.

**To Cancel** click the cancel button.

The “Save Changes?” message will appear, clicking OK will clear all entered data. Cancel will return you to your data entry screen.

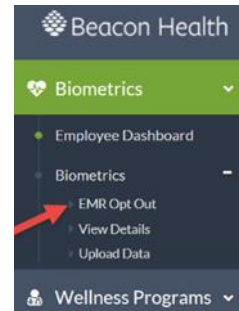
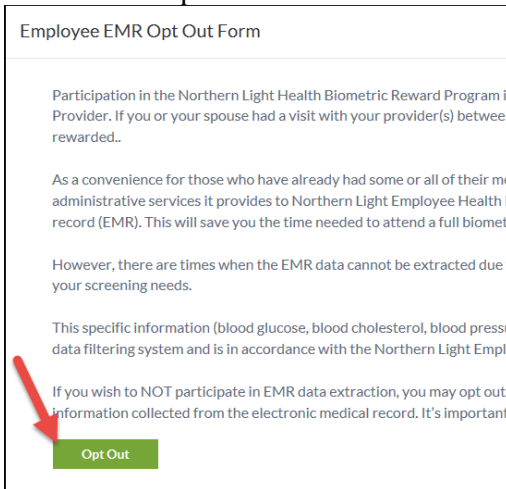


For Questions please contact [beaconwellness@northernlight.org](mailto:beaconwellness@northernlight.org)

## Opt out of EMR Data Pull

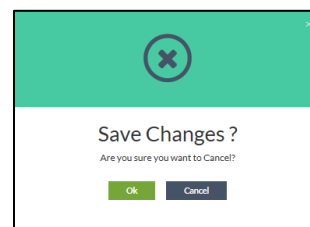
You have the ability to opt of the EMR data pull between dates identified in email communication.

1. Click Biometrics
2. Click “Biometrics”
3. Click “EMR Opt Out”



4. Employee EMR Opt Out Form Appears. Click ”Opt Out” Click Save. Once successfully opted out the message “You have already opted out of EMR Data pull” will appear.

**To Cancel** click the cancel button.



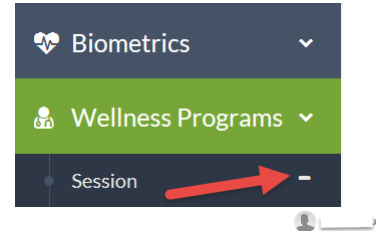
# Beacon Health Wellness Program Instructions

## Wellness Programs

Our Wellness Programs are tailored to meet the needs of our Northern Light Employee Health Plan members. Sign up for extra support today and start working towards the healthy life you want to live!

### Enroll in a Coaching or Weight Solutions Session

1. Click Wellness Programs on the left side of the screen
2. Click on the - next to Session
3. Click on View Schedule - all open sessions will load on screen



Actions	Available Slots	Coach	Class Type	Session Name	Customer Location Name	Start Date	End Date	Session Location	Day Of Week	Start Time	End Time
			Individual	Coaching	BHMH	04/01/2019	06/28/2019				
	8		Group	Weight Solutions	BHMH	04/02/2019	06/30/2019	River St Suite 102 CR1	Tuesday	8:00 AM	9:00 AM

4. To search for specific session select one or all of the following and click search
  - a. *Coach* = Name of Wellness Coordinator
  - b. *Class Type* = Group session or one-on-one class
  - c. *Session name* = Type of class. Weight solutions and Diabetes Prevention are both group classes. Coaching is always one-on-one
  - d. *Status* = Select active to view current and future classes
  - e. *Duration* = Length of classes
  - f. Click Search

5. Click the arrow next to the class you want to enroll in

Actions	Available Slots	Coach	Class Type	Session Name	Customer Location Name	Start Date	End Date	Session Location	Day Of Week	Start Time	End Time
	12		Group	Weight Solutions	EMHS	07/01/2019	09/30/2019	43 Whiting Hill Road, Brewer, ME 04412	Monday	11:15 AM	11:45 AM

- a. Group sessions will show
  - i. How many Available Slots are left (if class is full this will be 0 and arrow will be gray)
  - ii. Location of class (Session Location)
  - iii. Day of week class meets
  - iv. Start and end time of class
- b. Individual sessions will show blanks for Available Slots, Session Location, Day of Week, and Start and End Times as they are determined between you and the coach

# Beacon Health Wellness Program Instructions

6. Fill in your
  - a. Work Location = ex: Northern Light Primary Care in Hampden
  - b. Department = ex: Primary Care
  - c. Contact Number
  - d. Personal Email = Optional: Fill-in to also receive session notifications from the wellness platform at this address

Or click Clear to empty fields

Sign Up For A Session

Coach [REDACTED]	Session Name <b>Coaching</b>
Days of Week	Duration <b>04/01/2019-06/30/2019</b>
Session Location Address	Time -

Customer location <b>CAD</b>	Employee ID [REDACTED]
Participant First Name [REDACTED]	Participant Last Name [REDACTED]
<span style="border: 1px solid red; padding: 2px;">Work Location*</span> <input type="text" value="Beacon"/>	<span style="border: 1px solid red; padding: 2px;">Contact Number*</span> <input type="text"/>
<span style="border: 1px solid red; padding: 2px;">Department*</span> <input type="text" value="Beacon"/>	Work Email [REDACTED]
<span style="border: 1px solid red; padding: 2px;">Personal Email</span> <input type="text"/>	

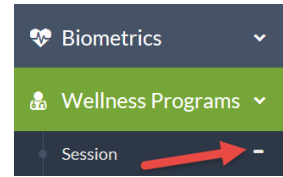
➔
Submit
Clear

7. Click Submit. The action arrow for sessions you enrolled in will be grayed out
  - a. For Group sessions you are now enrolled
  - b. You will receive an email to add session to your calendar at your work email AND personal email, if information was filled in
8. For Individual sessions your coach will contact you to set up the Session Location, Day of Week, and Start and End Times.
  - a. You will then receive an email notification of enrollment

# Beacon Health Wellness Program Instructions

## View Enrolled Sessions

1. Click on Wellness Programs on the left side of the screen
2. Click on the - next to Session
3. Click on Enrolled Sessions
4. Click the View Icon (eye) to open up your session



Actions	Session Location	Session Name	Coach	Start Date	End Date
	797 Wilson Street.	Weight Solutions	[Redacted]	04/01/2019	04/26/2019

5. Here you can view:
  - a. Your Session Information (i.e. Time, Location, VP points earned, attendance)
  - b. Your Current Biometric Values (completed from Wellness Biometrics)
  - c. Your Session Health Risk Assessment (completed by you Before and After Session)
  - d. Your Session Vision (filled in by coach)
  - e. Your Session Goal (filled in by coach)
  - f. Your Session Stats Tracking (filled in by coach)

**Employee Details**

Employee ID	[Redacted]	Address	
Employee Name	[Redacted]	City	
Customer Location	BEAC	State	Maine
Department		Zip	
Work Location		DOB	[Redacted]
Role	Employee	Gender	[Redacted]
Biometric Action		Phone	
Status	InActive	Personal Email	[Redacted]
Work Email			

**Session Information**

Session Name	Weight Solutions	Location	EMMC Greystone Eagle Conference Room, 498 State Street, Bangor, ME 04401	
Coach	[Redacted]	Duration	04/01/2019 - 06/30/2019	
Day of Week	Monday	Time	12:00 PM to 12:30 PM	
VP Points	0	Classes Attended	0/0	

Biometric Data
Health Risk Assessment
Vision
Goal
Tracking



# Beacon Health Wellness Program Instructions

## Complete Enrolled Session Health Risk Assessment

Health Risk Assessment (HRA) is available at the beginning and end of each session so you can track your progress

1. Click on Wellness Programs on the left side of the screen
2. Click on the - next to Session
3. Click on Enrolled Sessions
4. Click the eye to open up your session



Actions	Session Location	Session Name	Coach	Start Date	End Date
	797 Wilson Street.	Weight Solutions	[Redacted]	04/01/2019	04/26/2019

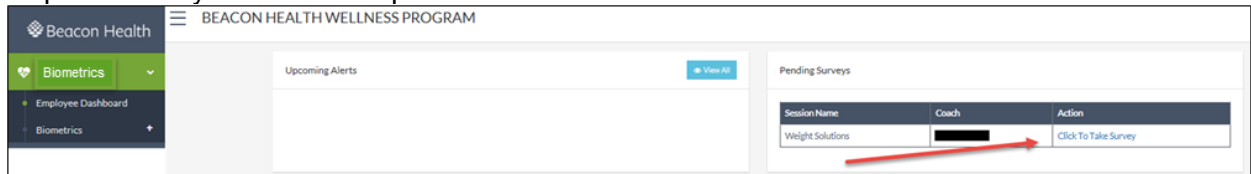
5. Click on the Health Risk Assessment Tab

6. Complete Assessment
7. Click Submit
8. You then are able to:
  - View your overall score and ranking
  - View your number of responses by category and risk level
  - Download a copy of your HRA
9. You will be able to complete your HRA at the beginning and end of each session to track your progress

# Beacon Health Wellness Program Instructions

## Complete Session Survey

1. Navigate to the Employee Dashboard located under Biometrics
2. Click the hyperlink "Click to Take Survey" in the top right box
3. Complete the Survey
4. Click Submit
5. Complete Survey for each Completed Session



Note\* Survey Results are aggregated and kept anonymous

## View Your Session in a Calendar

1. Click on the Wellness Program tab on the left side of the screen
2. Click on Session to expand the list
3. Click on Session Calendar
4. Filter as applicable
  - a. Coach
  - b. Session Name
5. Click Search

