

2019 *Chicago Lives Healthy* Wellness Program

How to Schedule an Onsite Biometric Screening Appointment:

Scheduling your onsite screening appointment is a straightforward process.

Once you click the onsite screening red button found at www.chicagoliveshealthy.com/screening you will be re-directed to the Wellness Corporate Solutions (WCS) scheduler. WCS conducts the onsite biometric screenings. Register and create an account with a password. Once you do so, you will be able to schedule an appointment at one of the select locations.


Important Information found at www.chicagoliveshealthy.com/screening

Onsite screening scheduler

To schedule an onsite screening appointment click this red button.

The following slides will explain how you can schedule this appointment.

Access Physician Form



Schedule and attend a Biometric Screening by February 9, 2019

For the 2019 Chicago *Lives Healthy* wellness program year, you are required to complete a biometric screening if you are either:

- A covered employee and/or covered spouse, domestic partner or civil union spouse who is new to the Chicago *Lives Healthy* Wellness Program for 2019; OR,
- A covered participant that does not have biometric screening results on file from the 2018 program year.

What is a Biometric Screening?

A biometric screening includes tests to measure your cholesterol, triglyceride and glucose levels. During your biometric screening appointment, a health care professional will also determine your blood pressure, height, weight and waist measurements.

What options do I have for completing my Biometric Screening?*

You can complete your biometric screening in one of two ways:

- Schedule an appointment and attend an onsite screening at a community or work location such as City Hall or select Chicago Public Libraries or select Chicago Park District facilities; OR,
- Schedule and attend an appointment with your doctor.

A. Onsite Biometric Screening Instructions

Beginning December 17, 2018, you can schedule your free onsite biometric screening at select locations. If you choose to complete an onsite screening during work hours, please consult your supervisor prior to scheduling to ensure proper coverage on the job. [Click here for a complete list of onsite locations.](#)

- You must schedule an onsite screening appointment; walk-ins cannot be screened.
- Please arrive at least 5 minutes in advance of your scheduled appointment time to complete necessary sign-in activities.
- The screening will typically take about 15 minutes.

Appointments are available from January 23, 2019 through February 9, 2019. If you attend one of these onsite screenings, your results will be automatically sent to the Chicago *Lives Healthy* wellness program. Click the button below and enter your first name, last name, date of birth and gender.

[CLICK HERE TO SCHEDULE AN ONSITE SCREENING](#)

B. Doctor's Office Biometric Screening Instructions

Beginning on December 17, 2018, you can also schedule an appointment with your physician's office to complete your biometric screening.

Follow these steps below:

- Call your doctor to schedule an appointment.
- Download and print the Personalized Physician Form. Bring your Personalized Physician Form with you to your doctor's office.
- Let your doctor know the Personalized Physician Form must be completed and faxed to 615-349-2344 by February 9, 2019.

Here is some additional information about Biometric Screenings completed in your doctor's office:

- Sharecare will accept biometric screening results if the test results are no more than six months old (no results collected prior to July 1, 2018 will be accepted).
- Biometric screenings done at your doctor's office are subject to your current medical plan benefits. HMO members must see their Primary Care Physician (PCP) and PPO members must use an in-network provider.
- Your biometric screening results must be submitted on your Personalized Physician Form. If your physician submits biometric results on any other type of form, the results cannot be accepted and this step will be considered incomplete.

Click the button below and enter your legal first name, legal last name, date of birth and gender.

[CLICK HERE TO DOWNLOAD A PHYSICIAN FORM](#)

What if I don't complete a Biometric Screening?

If you do not complete your biometric screening with results submitted by February 9, 2019, the City of Chicago employee will incur a \$50 per non-participant increase in his/her monthly health care contribution.

Creating an Account

Login and Registration

For any login questions, contact Sharecare at 1-866-556-7671. Our customer support team is available Monday through Friday 7:00am to 11:00pm, Saturdays 7:00am to 8:00pm Central Time.

New Users

First Name

Last Name

Date of Birth

Unique ID (Enter your last name and first initial, no spaces or punctuation in lower case)

Continue

Existing Users

Email Address

Password

[Forgot your password?](#)

Sign In

First time users will fill in information here as listed in City records and click "Continue".

Note: This is a new site for City of Chicago eligible members so all members will be considered New Users the first time they visit this site.

Help us keep your data safe.
Logout after every session.

Creating an Account:

Note: Each person must use a unique email address.

We have located your account!

User455D1B7

Test

01/01/1990

Male

IL

Primary Phone

I would like to receive appointment reminders and notifications via autodialed text message.

testuser4@55D1B7.comX

How will my email be used?

Confirm Email Address (Required)

Please set a password between 6 and 18 characters long that contains at least 1 uppercase letter, one lowercase letter, one number, and one special character.

Password (Required)

Confirm Password (Required)

I have read and agreed to the [Terms of Use](#) and [Privacy Policy](#).

Keep me informed! I would like to receive promotional emails about services that are available to me through my employer's wellness program.

Register

Enter phone #
and check box
to receive text
notifications

Confirm email
address and
create a
password

Checking this
box is required

Click "Register" to
finish creating
your account

Scheduling an Appointment

- After creating an account, you will be directed to this page.

The screenshot shows the user interface for the Chicago Lives Healthy wellness program. At the top left is the logo "CHICAGO lives*healthy". At the top right is a navigation menu with links: Home, Participant Search, User Administration, Support, My Profile, and Logout. Below the navigation is a user greeting: "Welcome, User255D1B7!". The main content area features a teal box titled "ONSITE SCREENING" with the text "It's fast and convenient. Schedule your appointment today!" and a dark teal "CONTINUE" button. A blue arrow points to the "CONTINUE" button with the text "Click 'Continue' to move forward". Below the teal box is a section titled "Your Next Appointment" with the text "You have no upcoming appointments."

Scheduling an Appointment:

Note: If you are trying to schedule a screening appointment at an event that does not show any availability, try to schedule an appointment at another location.

Schedule Your Appointment

First, select the location where you would like to screen from the Location drop down in the far left window. Next, in the middle window, scroll to find the date and time that you would like to screen. Note: for screenings in February you will need to scroll to the bottom and click the "Next Month" link. Lastly, click the Schedule Appointment link to finalize your appointment.

Select Location from Dropdown



Search

Zip Code

Location:

- Chicago, IL - Austin-Irving Branch (Open to All)
- Chicago, IL - City Hall (Open to All)
- Chicago, IL - McKinley Park Branch (Open to All)
- Chicago, IL - Mount Greenwood Branch (Open to All)
- Chicago, IL - Oriole Park Branch Library (Open to All)
- Chicago, IL - West Lawn Library (Open to All)

Select

Please select the required appointment search filters.

Schedule

No appointments selected yet.

Schedule Your Appointment

First, select the location where you would like to screen from the Location drop down in the far left window. Next, in the middle window, scroll to find the date and time that you would like to screen. Note: for screenings in February you will need to scroll to the bottom and click the "Next Month" link. Lastly, click the Schedule Appointment link to finalize your appointment.

Note:

To select a screening in February, click on the calendar icon to the right of the date. When the February calendar pops-up, the dates that are available in February will appear in green on the calendar. Click on the green February date you prefer. Scroll to select the desired date and time.

Search

Zip Code

Location: Chicago, IL - Austin-Irving Br

Onsite Screening

Date: 01/26/2019

Select

January 2019

1/26/2019 SATURDAY

10:00 AM

Onsite Screening

- (select a time slot)
- (select a time slot)
- 10:30 AM (1 slots available)
- 10:42 AM (2 slots available)
- 10:54 AM (2 slots available)

Schedule

No appointments selected yet.

Scroll to select desired date

Select hour in which to screen

Select specific time to screen

Scheduling an Appointment

- Lastly, click the “Schedule Appointments” link in the window on the right hand side to finalize your appointment.

CHICAGO
lives ★ healthy

Home | Participant Search | User Administration | Support | My Profile | Logout

Welcome, User255D1B7

Schedule Your Appointment

First, select the location where you would like to screen from the Location drop down in the far left window. Next, in the middle window, scroll to find the date and time that you would like to screen. Note: for screenings in February you will need to scroll to the bottom and click the “Next Month” link. Lastly, click the Schedule Appointment link to finalize your appointment.

Search

Zip Code

Location:
Chicago, IL - Austin-Irving Branch

Onsite Screening

Date:
01/26/2019

Select

January 2019

1/26/2019 SATURDAY

10:00 AM 5

Onsite Screening
(select a time slot)
10:30 AM (1 slots available)
10:42 AM (2 slots available)
10:54 AM (2 slots available)

11:00 AM 10

12:00 PM 10

Schedule

User255D1B7 Test

Onsite Screening
Saturday, Jan 26, 2019 10:30 AM (CST)
Austin-Irving Branch (Open to All) 6100 W Irving Park Rd
Chicago, IL 60634
Fasting: Recommended 9 Hours

[Remove](#)

[Schedule Appointments](#)

Click the “Schedule appointments” button in the window on the right hand side to finalize your appointment. Once you have hit this button, you will get an email at the email address you listed when you created your password that confirms you have scheduled an appointment. You also get a pop up message which states, “Your schedule has been saved successfully” and you have to hit “OK”. You will then be taken to an “Appointment Confirmation” screen.

2019 *Chicago Lives Healthy* Wellness Program

Step by Step Instructions are provided on the following slides for:

- 1. How to Cancel an Onsite Biometric Screening Appointment**
- 2. How to Reset Your Password to confirm your Onsite Biometric Screening Appointment**
- 3. How to Update Your Profile within Onsite Biometric Screening Scheduler**

Password Reset Instructions; Existing User Log In Process

Login and Registration

For any login questions, contact us by calling 1-866-556-7671. Our customer support team is available Monday through Friday, 8am to 8:30pm CST and Saturday, 8am to 4:30pm CST.

New Users

First Name

Last Name

Date of Birth

mm/dd/yyyy

Unique ID (Enter your last name and first initial, no spaces or punctuation in lower case)

Continue

Returning users
will sign in using
their email address
and the password
they created

Existing Users

Email Address

Password

[Forgot your password?](#)

Sign In

Help us keep your data safe.
Logout after every session.

Password Reset will send an email to a you to reset your password, EVEN if you have not created an account yet. Make sure you have created your account before trying to log in as an Existing User.

Canceling an Appointment

- To cancel an appointment, log in using the “Existing Users” portal on the scheduler home page. At the bottom the onsite screening card, click the “View your appointments” link.

Welcome!

Chicago Lives Healthy wellness program.

ONSITE SCREENING

It's fast and convenient. Schedule your appointment today!

CONTINUE

VALID THROUGH 2/9/2019

Your Next Appointment

Date: January 26, 2019 10:30 AM (CST)
Service: Onsite Screening
Fasting: Recommended 9 Hours
Location: Austin-Irving Branch (Open to All)
6100 W Irving Park Rd
Chicago, IL 60634
2nd Floor Community Room
Appointment For: User255D1 Test

[View your appointments](#)

Canceling an Appointment Continued

Appointments

Please note that appointments are shown in the local time of the event.

[Schedule a New Appointment](#)

STEP 3: Schedule a New Appointment

STEP 1: Click the "Cancel" button

Date ▼	Timezone	Service Type	Fasting	Location	Appointment For	Canceled	
1/26/2019 10:30 am	CST	Onsite Screening	Recommended 9 Hours	Austin-Irving Branch (Open to All) 6100 W Irving Park Rd Chicago, IL 60634 2nd Floor Community Room	User255D1B7 Test	N	Modify Cancel Resend

Cancel Appointment ✕

Are you sure that you want to cancel this appointment?

STEP 2: Confirm by clicking "Yes".

After you click "Yes" you will receive a confirmation email starting you have cancelled this appointment.

Updating Profile Information

Click "My Profile" link on the top right of the page



My Profile

User Information

First Name: User255D1B7 If this information is incorrect, please work with your HR department to have it updated.
Last Name: Test
Email Address: TestUser2@55D1B7.comX
Date of Birth: 1/1/1990

Settings

Preferred Email

Provide an alternate email address where you want to receive communications from this site. (optional)

Current: TestUser2@55D1B7.comX

Primary Phone

Current:

Text Messages

Would you like to receive appointment reminders and notifications via autodialed text message?

Preferred Language

Time Zone

State of Residence

Edit any information here

