Scheduling Your Confidential HRA Report Delivery Appointment

Option 1: In-Person Report Delivery

These 15-minute sessions will be held in Hurvis Center, Room 140, on the following dates and can be scheduled anytime between now and Friday, October 23:

- Monday, October 26 (8 am – 5 pm)
- Tuesday, October 27 (8 am – 5 pm)
- Wednesday, October 28 (8 am – Noon)

1) Go to www.healics.com
2) Click on “Participant Login”
3) Click on the FIRST link at the top of the page, “Schedule Your Worksite HRA Appointment”.

**NOTE:** DO NOT CLICK ON ANY OTHER LINKS ON THIS PAGE

4) Type in the following access code: LawrUnivRD
5) Click “Login.” Select “Create New Appointment” from the “Exam Scheduling Menu”
6) Select the Report Delivery session you will be attending from the drop down list. Then click “Continue”
7) Complete the requested information (name, date of birth, etc.). Click “Continue”
8) Print your appointment confirmation
9) Click “Add Next Appt/Spouse Appointment” to schedule an appointment for your spouse/domestic partner or click “Log off” in the bottom, left corner if you are finished.

Option 2: Telephonic Report Delivery

After receiving your personal report in the mail, and no later than Friday, October 30, you may call Healics toll-free at 800-432-5427 anytime between 8 am – 4:30 pm, Monday – Friday.

When making this call, you will have up to 15 minutes to discuss your HRA results with a Healics consultant. There is no need to schedule an appointment in advance.

First-Time HRA Participants

We especially encourage you to take advantage of one of the above two options to help you interpret your health risk report so that you fully understand your results.

Additional Reminders

- The cut-off time to sign-up for or change your appointment time is **24 hours prior** to when the session begins.
- If you need to look up your appointment time or change it, repeat steps 1 - 4. Click “Login” and select your preferred option. Complete the information requested.
- If you are having trouble locating your appointment information or if you need to cancel your appointment, contact Erin Punzenberger at 920-832-6564 or Patty Leiker at 920-832-6543.