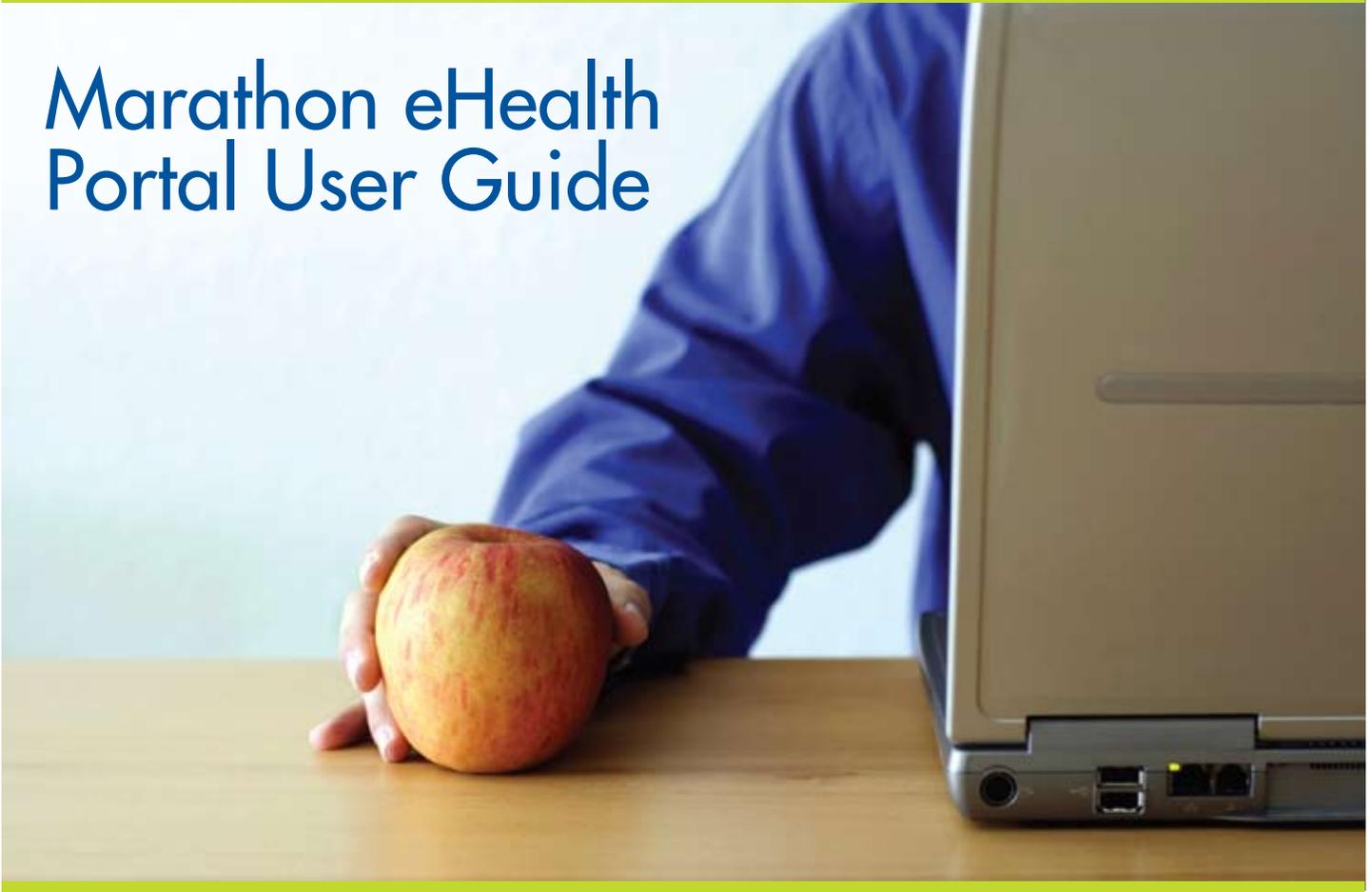


Marathon eHealth Portal User Guide



Marathon
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For life.

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Getting Started

Welcome

Welcome to the Marathon eHealth Portal, your online resource for managing and achieving your personal health goals. This user guide will familiarize you with the eHealth Portal site, and help you get started on your journey to the healthiest possible lifestyle. The site has a wide array of health tools, features and resources—available to you online, anytime. Understanding all that the site has to offer is the first step toward optimizing your health.

Logging In

The Marathon eHealth Portal is password-protected to ensure the privacy of your health information. The information that is recorded and maintained in your personal health record is legally available to you alone. This information is not available to your employer and will never be shared without your express written permission. For more information about the privacy protection of the eHealth site, please refer to the published privacy policy found at the bottom of every screen.

To begin using the eHealth Portal, you will receive a username and password from the administrator. Your username will remain the same, but you will be asked to change your password the first time you log on. The password must be **eight characters long and include a combination of letters and numbers. The password is case sensitive (i.e., it makes a distinction between lower and upper case letters), so bear this in mind when you create your password.** Once you change your password, that password is what you will use to enter the site.



Browser Compatibility

The Marathon eHealth Portal is currently certified to run on the following browsers:

Internet Explorer 6, 7, and 8
Firefox* v.1.5, 2, and 3
Safari 3/Google Chrome 1

*Firefox is free and runs on Linux, Mac and Windows.



Username:

Password:

Need Help?

[Forgot Password?](#)

[Forgot Username?](#)

Site Overview/Home

Achieving and maintaining good health is a continual process and it's important to have the right information on hand, when it's needed.

The eHealth Portal has seven sections that make the site easy to use and navigate. The sections are listed below with a quick description of what each one includes. These sections are identified by the tabs across the top of the page throughout the site. From your health "home base" it's one click to:

1 Home: the latest health tips, medical information, wellness articles and health tools.

2 My Health Record: where your personal health data is organized and stored in one confidential place.

3 Manage My Health: interactive clinical questionnaires (also known as "Couplers") from Problem Knowledge Couplers (PKC), the company who created our health survey; the American Institute of Preventive Medicine (AIPM); and Healthwise®, a leading source for consumer medical information. These resources help to gather health information about you and provide feedback on your health issues.

4 Wellness: tools to help plan and achieve dietary and fitness goals.

5 Advice: a medical knowledgebase provided by Healthwise, which gives you information about health issues, medical tests and medications.

6 Mail: secure messaging to contact your Marathon Health provider/ coach, a dietitian or trainer for advice, follow-up and other questions.

7 Appointments: online scheduling for the health services offered through your employer program.

You can access these sections from the tabs across the top of the page or from the menu on the left side of the page.



Home

The *Home* page is where you will find Featured Articles, Health Tips, and a robust Wellness Library. Information in these sections will change regularly, so check back often. Topics on the *Home* page are directly linked to information from Healthwise and other credible resources for quick access to more information about subjects that may interest you.

My Health Record

This is where all of your personal health information is located. *My Health Record* is the backbone of the entire site. It is divided into six sections to help you access your personal health information and to guide your progress toward your health goals. This section of the site is an important tool for both you and your health coach—to evaluate your current health status, identify areas of concern, and help set goals to improve your health. The data presented in *My Health Record* is gathered from the information you provide in the Health History Risk Assessment (HHRA) Coupler from PKC (found in the *Manage My Health* tab) and from your screening results (e.g., blood pressure, BMI, glucose, and cholesterol tests).

Here is what you will find in each section of *My Health Record*:

- **Goals:** the place where you and your personal health coach determine what health concerns or conditions you are ready to work on. Together, you will establish goals with specific action plans to achieve those goals. Once your goals are set, this is the page that will come up when you click on the *My Health Record* tab.

- **Summary:** a snapshot of your medical profile, including any conditions, family history, medications, allergies, surgeries and vaccines.

- **History:** an overview of your exercise and physical activity, diet and nutrition, and any symptoms you may be experiencing.

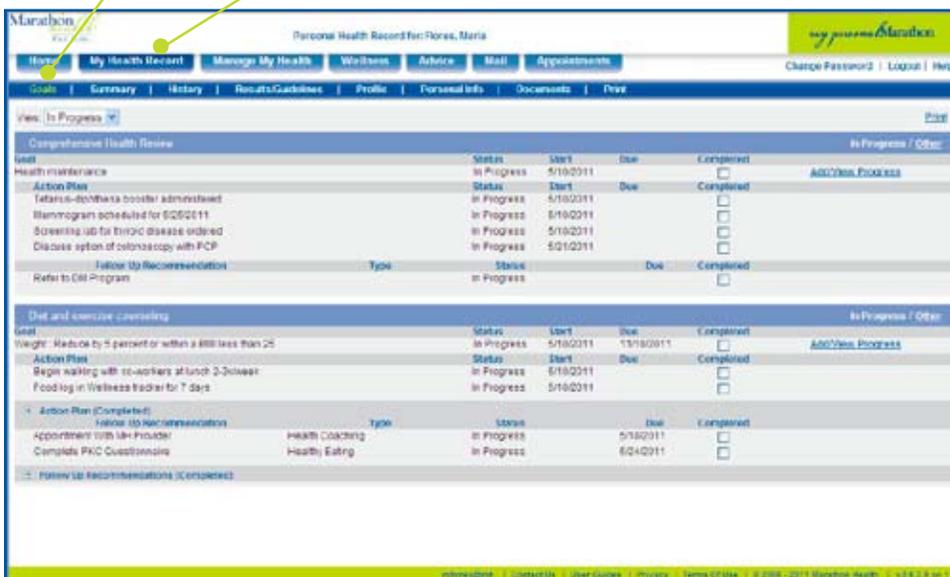
- **Results/Guidelines:** a place for you to view the key biometric data (blood pressure, glucose, cholesterol, body fat, height and weight) captured as part of your Comprehensive Health Review.

- **Profile:** presents your Wellness Score, a numerical rating of your health and risk factors.

- **Personal Information:** this is where your address, employer, provider, and contact information is stored.

- **Print:** provides the ability for you to print the medical information in your personal health record.

Goals My Health Record



My Health Record/Goals

The *Goals* section is compiled with information from your Comprehensive Health Review. Working with your personal health coach, you will review your screening results and HHRA questionnaire, and together you will decide what health issues you want to work on. Setting goals with your coach is the first step in making progress on your health journey.

Your coach will enter your goals into the Goal Text area. If one goal is to lower your blood pressure (BP), your coach might record the goal as: Lower diastolic BP by 10 points.

The *Add/View Progress* section is where you can record the progress you have made towards achieving your health goals. Your *Action Plan* will consist of small, measurable steps that will guide you along the way to achieving your goals. As you make steps towards your goals, remember to update your progress in the *Add/View Progress* section.

My Health Record

My Health Record/Summary

The *Summary* section is where you find an overview of the information from your HHRA. The *Summary* includes:

- 1 Conditions
- 2 Family History
- 3 Medications
- 4 Allergies
- 5 Past Surgeries, Tests and Exams
- 6 Immunizations

Within each section, new information may be added. For example, if you want to add a new concern or need to add a new condition, click on the Add New link in that section. This will take you to a screen that has a drop down list of all the most common conditions. You select the condition you want to add, optionally fill in the start and end date, and press Add. Your condition will be added to the list that was created from the HHRA.

All of the sections follow the same format for adding and saving updated information. Every entry on the page can be edited by clicking on the pencil, or deleted by clicking on the trash can.

Summary

Add New

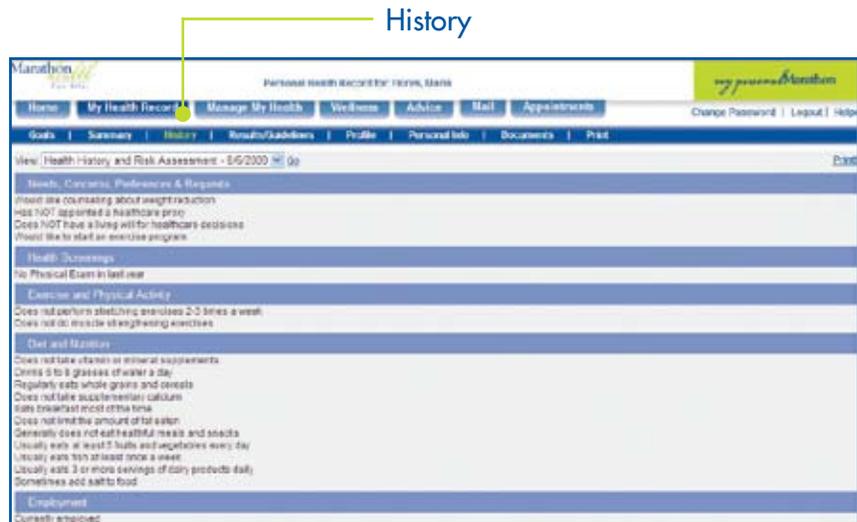
The conditions listed on the *Summary* are all linked to the Healthwise medical information found in the *Advice* tab. The condition Hypertension is linked to information that describes what it is, what symptoms it typically produces, and how it can be treated.

My Health Record

My Health Record/History

The *History* section is a “view only” page and outlines additional information from the HHRA that is not included in the *Summary*. At a glance, you will see concerns, exercise, diet, safety, employment, needed immunizations, and a head-to-toe list of general body symptoms.

The *History* section provides a broad range of information to help you determine what health conditions and/or issues may need to be addressed. Together with your health coach, you will review the *History* and incorporate pertinent information in your goal setting session during your Comprehensive Health Review.



My Health Record/Screening Results

The *Screening Results* section is a place for you to view the key biometric data (blood pressure, glucose, cholesterol, immunizations and important maintenance tests) captured during your Comprehensive Health Review. This section shows risk factors, recommended target ranges, how often and when a test should be done, and why screening or immunization tests are important. The six most recent results are displayed. Click the “Select Columns” link to view additional screening results.

Each screening result is linked to content in the *Advice* tab for immediate access to more detailed information. Screening results are color-coded to let you know when you are in range, at risk, or in a high/undesirable range. When data has been entered over time, the results can be viewed in a chart to visualize your progress.



My Health Record

My Health Record/Clinical Guidelines

The Clinical Guidelines section is a place for you to review suggested preventive health tests and immunizations and how often it is recommended that these should be performed. Each clinical guideline recommendation is linked to content in the Advice tab for immediate access to more detailed information.

Result Guidelines

Marathon Personal Health Record for Flores, Maria

Navigation: Home | My Health Record | Manage My Health | Wellness | Advice | Mail | Appointments | Change Password | Logout | Help

Sub-navigation: Goals | Summary | History | Results/Guidelines | Profile | Personal Info | Documents | Print

View: Health Maintenance [Go] Screening Results [Hide] [Print]

| Clinical guidelines | Level | 5/10/2011 | 9/23/2010 PAC | 6/18/2010 | How Often | Next Due | Clinical Guideline Recommendation |
|---|--------------------------|-----------|------------------|-----------|-------------------|-----------|---|
| Pap Test | Level I | | 12/1/2009 | 12/1/2009 | Every 1-3 yrs | 12/1/2012 | Screening for cervical cancer should begin at age 21 or three years after first sexual intercourse, whichever is earlier. Then every 3 years after three consecutive normal Pap smears over 5 years. |
| Breast mammogram | Level I | | 2007 | 2007 | Every 1-2 yrs | 1/1/2009 | Women ages: <ul style="list-style-type: none"> 40-49 should discuss the risks and benefits with their physician. 50-75 should screen every 1-2 years. |
| Colonoscopy | Level I | | | | After age 50 | | Screening for colorectal cancer should begin at age 50 for those who have a normal risk for colon cancer. People with a higher risk should be tested sooner: <ul style="list-style-type: none"> African Americans at age 45 Family history of first degree relative with colorectal cancer; start screening at age 10 years before relative's age at onset |
| Dental checkup | NA | 10/2/2010 | 3/1/2010 | 3/1/2010 | Every 6-12 months | 10/2/2011 | See your dentist once or twice a year to have an exam and clearing of your teeth to reduce risk of dental caries, as well as screening for oral cancer. |
| Eye Exam | NA | | | | Every 2-5 years | | Starting at age 40, screening every 2 to 5 years may be appropriate. Starting at age 50, some experts recommend yearly exams for glaucoma and other age-related vision problems. The USPSTF has not recommended for or against routine glaucoma screening for adults. |
| Influenza | Level I | 9/25/2010 | 10/13/2009 | 9/15/2009 | Yearly | 9/25/2011 | Immunization against the flu is recommended for individuals more than 50 years old, high risk groups, those with chronic diseases, and any persons who wants to reduce the likelihood of becoming ill with influenza or of spreading it to others. |
| Pneumovax | Level I | 9/2/2010 | | | Once | | Immunize high-risk groups once; otherwise immunize at 65 if not done previously. Re-immunize those at risk of losing immunity once after 5 years. |
| Tetanus-Diphtheria (Td) | Level II | 5/10/2011 | 1999 | 1999 | Every 10 yrs | 5/10/2021 | All adults should have completed a primary Td series; then immunize with a booster dose of Td every 10 years thereafter. A single dose formulation of Td that includes a cellular pertussis (Tdap) is recommended to replace one Td booster dose for persons 11-64 years of age. |

My Health Record

My Health Record/Profile

The *Profile* section is where you will find your Wellness Score. This score is the result of the information gathered from the HHRA Coupler and the screening results of the Comprehensive Health Review. The Wellness Score is based on risk factors and these are listed on the far left column of the *Profile* screen. Many of the factors listed in the **Health Risk Category** column are explained below:

- **Systolic Blood Pressure** – this is the top number of your blood pressure reading. The systolic number shows how hard the blood pushes when the heart is pumping.
- **Diastolic Blood Pressure** – this is the bottom number of your blood pressure reading. The diastolic number shows how hard the blood pushes between heartbeats, when the heart is relaxed and filling with blood.
- **Smoking** – assesses and scores tobacco use.
- **Alcohol Use Audit C** (Alcohol Use Disorders Identification Test) – helps you to assess your alcohol consumption.
- **Alcohol Use CAGE** (Cut down, Annoy, Guilty, and Eye opener) score – is another tool to assess your alcohol consumption.
- **Glucose** – measures the amount of sugar in your blood.
- **Total Cholesterol** – this is the total amount of cholesterol in your blood.
- **LDL Cholesterol** – this is referred to as the “bad” cholesterol. A high LDL cholesterol level may increase your chances of developing heart disease.
- **HDL Cholesterol** – this is referred to as the “good” cholesterol. A high level of HDL cholesterol may lower your chances of developing heart disease or stroke.

- **BMI** – this stands for Body Mass Index and is an estimate of body fat.
- **High Risk Medical Conditions** – notes and scores any high risk medical conditions you may have.
- **Copes Well with Stress** – scores your perception of how well you deal with stress in your life.
- **Safety Belt** – scores if, and how regularly, you use a seat belt when you are in a car.
- **Sleeps 7-8 hours** – assesses and scores your sleep patterns.

Results are found in the middle column and this is where we display your responses to selected questions from the HHRA and/or the screening data. Under your Wellness Score is the target range for each risk factor, so you can visualize where you fall in the range.

The two columns on the right display Risk in a diagram that fills in a circle with the color red, based on how much risk is assigned. The last column is called Pts (an abbreviation for Points) and assigns a numerical value to each risk category.

The screenshot shows a web interface for a health record. A table lists various health metrics. Annotations with yellow lines point to specific parts of the interface:

- Health Risk Category**: Points to the leftmost column of the table.
- Result**: Points to the middle column containing text descriptions of health factors.
- Wellness Score**: Points to the 'Wellness Score' header and the numerical value '68' in the top right.
- Risk**: Points to the circular progress indicators next to each row.
- Points**: Points to the 'Pts (Max)' column on the far right.

| Health Risk Category | Result | Wellness Score | Risk | Pts (Max) |
|--|--|----------------|------|-----------|
| Blood Pressure | | 122 | ○ | 9 (18) |
| Systolic | | 62 | ○ | |
| Diastolic | | | | |
| Smoking/tobacco | Smokes cigarettes in certain situations (social occasions) | | ○ | 0 (8) |
| Alcohol Use | | | ○ | 10 (12) |
| Alcohol Use Disorders Identification Test (AUDIT) score | 3 | | | |
| AUDIT-C: drinking in past year: 2 to 3 times a week (5) | | | | |
| AUDIT-C: 1 to 2 drinks on typical day when drinking (2) | | | | |
| AUDIT-C: 4+ drinks on one occasion past year (near 8) | | | | |
| Cut down, Annoy, Guilty, and Eye opener (CAGE) Alcohol score | 0 positive responses | | ○ | 0 (8) |
| Glucose | | 84 | ○ | 10 (18) |
| Cholesterol | | | | |
| Total Cholesterol | 178 | | | |
| LDL Cholesterol | 118 | | | |
| HDL Cholesterol | 37 | | | |
| Body mass index (BMI) | 26.1 | | ○ | 0 (8) |
| Presence of High Risk Medical Condition(s) | No high risk medical conditions | | ○ | 4 (11) |
| Stress | Stress level is low | | ○ | 0 (8) |
| Copes well with stress | Yes | | ○ | 2 (2) |
| Number of days of exercise in a typical week | 1 - 2 | | ○ | 3 (8) |
| Safety Belt | Always wears seat belt | | ○ | 2 (2) |
| Perception of health | Very good | | ○ | 3 (3) |
| Satisfaction with life | In general, satisfied with life | | ○ | 2 (2) |
| Satisfaction with job | Yes | | ○ | 2 (2) |
| Work days missed due to illness in past year | 4 or less | | ○ | 2 (2) |
| Sleep 7-8 hours a night | No | | ○ | 0 (2) |

Understanding Your Wellness Score

Wellness Score

Your wellness score is a numerical representation of your health derived from your responses to the questions in the Health History and Risk Assessment (HHRA) coupler AND your screening data (blood pressure, body mass index, cholesterol, and glucose). This may be a partial score if you have only completed the HHRA or the screening data. During your comprehensive health review, your Marathon Health Coach will review and complete the wellness score. This score is based on a 100 point system. The higher your point total, the better your overall health. You will receive specific recommendations from your health coach on how you can improve your score. Your complete wellness score will be evaluated together with your number of high risks, but in general can be grouped as follows:

- Excellent: 92 to 100
- Very Good: 80 to 91
- Good: 70 to 79
- Fair: 51 to 69
- Poor: 50 or less

Note: This may be a partial wellness score if you have only completed the HHRA or the screening data.

OK

My Health Record

My Health Record/Personal Information

The *Personal Information* screen is where you can add or update personal information, advance directives, healthcare providers, and contact information. Some information will be automatically brought in from the HHRA questionnaire. Adding and changing information is as easy as filling out a form. Simply click on [Edit Personal Information](#) and a fill-in-the-blank form will appear. Add as much information as you want, hit the [Save](#) button, and the *Personal Information* screen will reappear with your new information.

The [Providers](#) section is where you add your physician and other caregivers into the system. Simply click [Add New Medical Provider](#) and fill in the details. You can easily edit each provider record by clicking on the [Edit](#) button to the left of each name; then, make your changes.

The [Contacts](#) section is where you store personal and emergency contact information.

Personal Information

Edit Personal Information

Providers

Manage My Health

Manage My Health

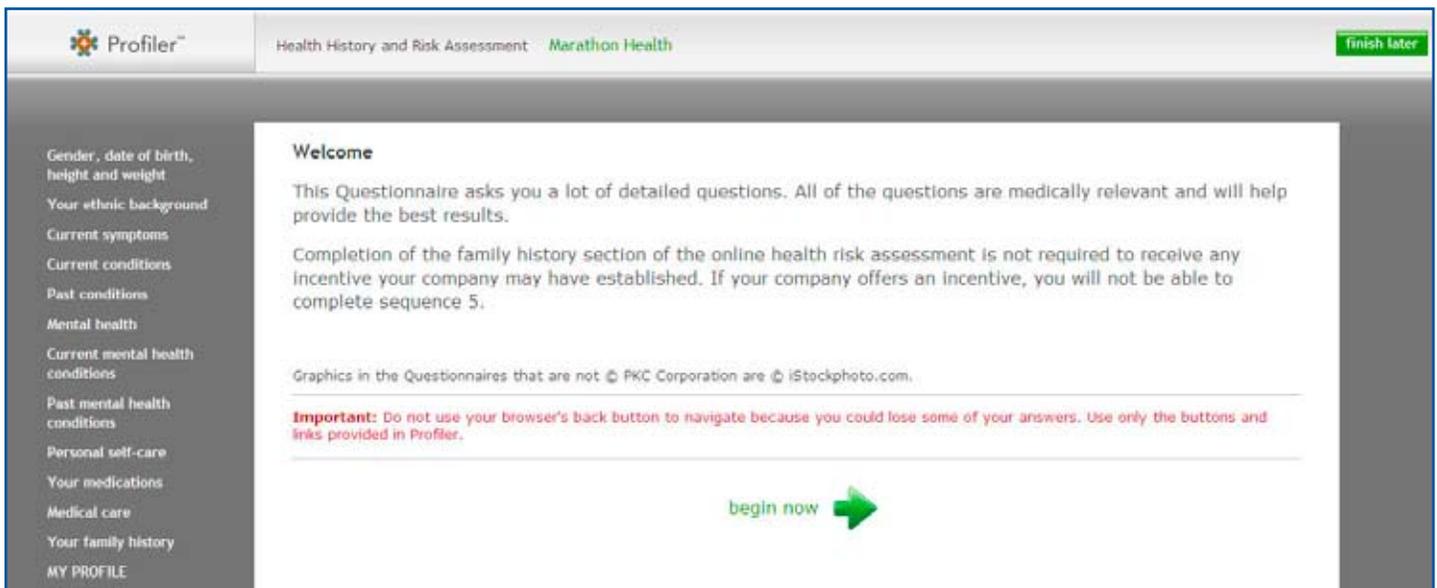
The *Manage My Health* section of the site is where you access [Interactive Tools](#) and a variety of PKC [Couplers](#) (health questionnaires) that are available to you. The [Interactive Tools](#) include calculators to determine risk for a heart attack, the cost of purchasing cigarettes, stress level, and other health-associated factors. The [Couplers](#) cover a wide range of topics, including health history, mental health, cancer, and many other health concerns and diseases. The programs in the “Take Action” section provide resources for smokers and stress management.



What is the Health History and Risk Assessment (HHRA) Coupler?

The HHRA Coupler is the first PKC Coupler you complete. It provides an analysis of your health history and risks based on your lifestyle information and physical data gathered during the assessment process. The HHRA is intended to help you learn more about your health. The information obtained in the HHRA will fill your Health Record. By keeping all of your information in one place, it will help you begin your journey towards making more informed health choices. The estimated time to complete the HHRA is 20-30 minutes.

The HHRA Coupler has multiple sections as seen on the left hand side—you must complete all the sections to complete the questionnaire and have the information sent to your Health Record. If you are unable to complete the HHRA, you can select the green “finish later” button in the upper right hand corner. You can go back to complete the HHRA at a later time by selecting the *Manage My Health* tab, and clicking on the [Health History and Risk Assessment](#) under [Couplers in Progress](#) on the left-hand side of the screen. When all sections of the Coupler are complete, select [Save and Send to My Health Record](#) so that the information can be stored in your Health Record.



Manage My Health

Profiler™ Health History and Risk Assessment Marathon Health Finish Later

Gender, date of birth, height and weight
Your ethnic background
Current symptoms
Current conditions
Past conditions
Mental health
Current mental health conditions
Past mental health conditions
Personal self-care
Your medications
Medical care
Your family history
[MY PROFILE](#)

Current symptoms: general

Enter AT LEAST a 4 digit year in the date field below. Be sure to scroll through the entire list of responses.

I have had a physical exam in the last year
 I have NOT had a physical exam in the last year
 > date of last physical exam (mm/dd/yyyy)

lost 10 or more pounds (4.5 kg) recently (even though eating normally)
 lost 10 lbs (4.5 kg) recently (do not feel like eating)
 gained 10 lbs (4.5 kg) or more in the past year
 excessive thirst
 fatigue

← previous next →

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All PKC Couplers, including the HHRA Coupler, are set up sections on the left hand side to ease in navigation during completion of the coupler. You cannot jump ahead to sections.

1 Enter Data: You will answer questions about your health history and current symptoms. Simply mark the checkboxes for the questions that are pertinent to your medical history, and select next to proceed to the next screen.

2 My Profile: You will now have recorded a thorough health history that will be useful to you and your healthcare providers. In this step, you can double-check your answers. Accurate and complete information is crucial for creating a comprehensive view of your personal health and health history.

3 Finish: When you have completed all the sections, you are finished with the HHRA Coupler. Be sure to Save and Send to My Health Record or your Coupler session will be lost. If you have an incomplete Coupler to

Marathon Health Personal Health Record for Marathon Health my personal Marathon

Home My Health Record Manage My Health Visit My Advice Mail Appointments Change Password | Logout

COUPLER: Health History and Risk Assessment

1 Enter data 2 Review data 3 Review guidance 4 Finish

Review Guidance

QUICK TIP: Read through the headings to get an overview of your personalized guidance. Then expand each heading to see the guidance options it contains. Click any guidance option to see more information about it. Flag the guidance options that you want to display on your guidance report with flagged options. Be sure to save your session often.
 Click to see detailed flagging information about the topic.
 Show all 4 items

| Flag | Guidance | Close |
|-------------------------------------|--|-------|
| <input checked="" type="checkbox"/> | Maintain the following healthy habits and practices. | Close |
| <input type="checkbox"/> | Take steps to prevent osteoporosis. | Close |
| <input checked="" type="checkbox"/> | Try to be more physically active. | Close |

finish later, you can access the Coupler from the *Manage My Health* page.

4 Review Guidance: Once the coupler is finished and save to My Health Record, you can review the guidance options by selecting the completed coupler on the Manage My Health Page. This is optional. In this step, you can use the *Flag* feature to flag items that you would like to print or review with your health coach when you finish your HHRA. Read through the headings to get an

overview of the personalized guidance. You can expand each *Guidance Option* for more information by clicking the arrow in the orange box at the far right of the screen.

Finalize

Save and Send to My Health Record

Save and Finish Later

Do Not Save

Wellness

The *Wellness* section provides tools from PureWellness,TM an interactive wellness resource to plan and optimize dietary and fitness goals. Beginning with your online profile, the *Wellness* nutrition tools provide you with a nutritional needs summary, food diary and an appropriate fitness plan. The *Exercise Log* can track your activity levels, and provide suggestions for exercise programs tailored to your fitness level and goals. To further assist you with dietary and fitness goals, you can receive expert advice from a nutritionist or personal trainer through Marathon's secure-messaging *Mail* system.

To get started with the *Wellness* tools, go to www.marathon-health.com/documentation for a copy of the PureWellness New User Guide, which will walk you through the features of the *Wellness* section.



Advice

The *Advice* section is where you find Healthwise, a medical library that provides access to many general health, disease, and medication questions. This medical knowledgebase gives you the right information about health issues, medical tests and medications at the right time—when you need it.

Using the *Advice* section is as easy as typing a word in the Search the Healthwise Knowledgebase or looking through the list of topics presented in the alphabetical listing List All Topics A-to-Z. The Health Topics area provides access to topics through various ways—by category or name—as well as interactive tools, medical tests, and support group information.

The Help button provides more detailed directions on how to get the most out of the Healthwise library.

Search the Healthwise Knowledgebase

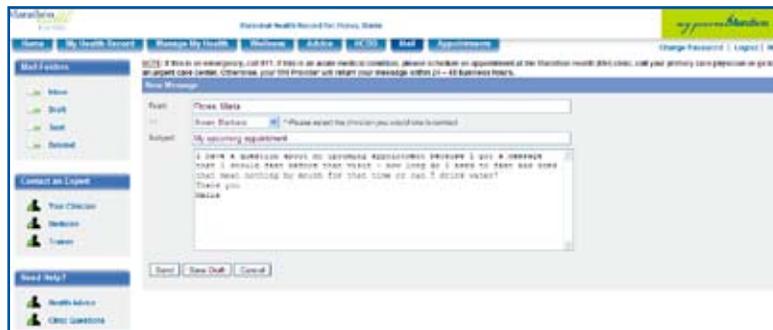


Mail/Appointments

Mail

Communicating personal health information via regular email does not provide you with an appropriate level of privacy and security. To ensure the privacy of your health information, the eHealth Portal features a secure-messaging *Mail* system to communicate with you. When you would like to send a message to your health coach or clinician regarding medical advice, follow-up or other questions, communication takes place within your health record. Your clinician name will default in the “To” box but you can select another clinician at the clinic site from the dropdown. When your clinician responds, you are alerted by regular office email to check your Marathon eHealth mailbox for a message. Health information is never transferred over the public Internet. The *Mail* system is also available to communicate messages to a nutritionist or fitness trainer to answer any of your diet or activity-related questions.

You can send a message directly to your Marathon Health Provider/Clinician by selecting “Your Clinician” under “Contact an Expert.” Also, you can send a

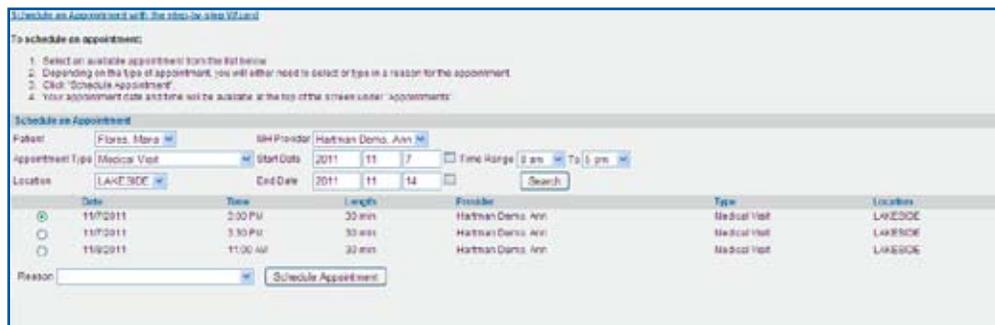
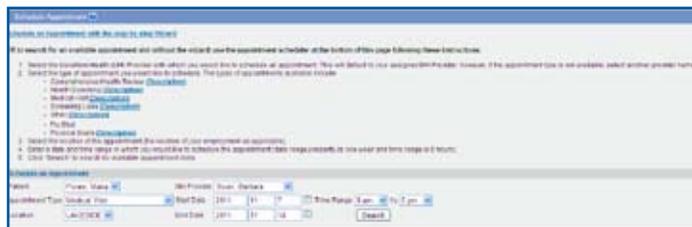


message to a registered dietician and a personal trainer to obtain dietary or exercise information. If you need general health advice or have clinic questions, select either of these options under “Need Help?”. Responses to your message will be returned within 24–72 business hours. You will receive an e-mail notification when a secure message has been sent, but the contents of that message will only be available in your Marathon Health mailbox.

Appointments

The *Appointments* section provides an online scheduling system to set appointments with your Marathon Health Coach or Provider. You can schedule an appointment for a Comprehensive Health Review, Health Coaching or a Medical Visit, Screening Labs, Flu Shot, Physical Exam or other appointments, provided these services are offered through your employer program.

To schedule an appointment, select the name of the person you are scheduling the appointment for (defaults to your name), the provider with whom you'd like to see, and the type of appointment. Enter the date range for the appointment to take place, and the clinic location; then click on the search button. Time slots will appear for you to schedule your appointment. Select an available appointment, type in a reason



(optional), and click the Schedule Appointment button so that the appointment is scheduled with your health coach. Alternatively, you can select the hyperlink at the top to

“Schedule an Appointment with the step-by-step Wizard”, which will take you through each of the steps to schedule an on-line appointment.