



# KEY Care Guide



## Take the First Step to a Healthier Lifestyle

**Welcome to The Key Care Guide!** Our mission is to help you better understand the health issues you currently face or those that could affect you in the future. Developed in partnership with Duke University Medical Center, the Key Care Guide provides you and your family with an individually tailored “personal wellness program” designed around your own unique health needs. With this easy to use online health and wellness tool you are just 4 steps away from living a healthier lifestyle!

### Let's Get Started!

#### STEP 1 Log on to [www.ahdi.com](http://www.ahdi.com)

- Click on the Key Care Guide link.
- Follow the directions in the registration page.
- Enter either your Group Number as it appears on your insurance card or the Sponsor ID as distributed by your employer.
- Enter either your SSN or your member ID as it appears on your insurance card. Spouses and dependents must enter **their own** SSN in order for the system to find their eligibility record as opposed to the employee's.
- For the name field, you must enter the name that appears on your card – exactly as it appears on the card. There is an example on the page that covers how to enter names with odd formatting such as middle initials and punctuation. Spouses and dependents should use the name on the card, not their own name.
- Enter your date of birth.

### Welcome to the Key Care Guide - Your Health Risk Assessment!

The screenshot shows the Key Care Guide website interface. At the top left is the American Health Data Institute logo and the 'KEY Care Guide' title. Below this is a navigation bar with the user's name 'Welcome, Sam Sample' and links for 'Home', 'Edit Account', and 'Logout'. A row of four colored tabs is visible: 'POINTS' (blue), 'ASSESSMENT' (green), 'EXERCISE' (orange), and 'LESSONS' (red). The main content area is divided into two columns. The left column features 'Today's Health News' with two articles: 'Health Tip: Traveling By Air During Pregnancy' and 'Health Tip: What Causes Conjunctivitis', each with a 'Read Complete Story' link. The right column contains two sections: 'Wellness Tools' with links to 'Body Mass Index Calculator', 'Calorie Burner Counter', 'Target Heart Rate Calculator', 'Ideal Body Weight', 'Nutritional Needs Calculator', and 'Waist To Hip Calculator'; and 'Self Care Resources' with links to 'Encyclopedia', 'Patient Reports', 'Medical Animations', 'Pregnancy Center', and 'The Body Guide'. At the bottom of the page, a partial article title 'Radiation Exposure Raises Likelihood of Second Cancer' is visible.

## STEP 2 Complete the Personal Health Risk Assessment

The screenshot shows the 'Personal Health' assessment page. At the top, there's a navigation bar with 'Home', 'Edit Account', and 'Logout'. Below it, a menu highlights 'Personal Health' in blue, with other categories like 'Health History', 'Lifestyle', 'Physical Activity', 'Nutrition', and 'Stress & Coping'. The main content area features a woman's photo and a note: 'NOTE: RED \* Questions are REQUIRED.' Below this, there are input fields for 'Current Height' (5 feet, 11 inch(es)) and a progress bar at the bottom showing 'Overall Progress'.

Once the Assessment is finished, you can go back and review your answers or proceed on to view your Personal Health Summary Report and Action Plan.

The screenshot shows a 'Congratulations!' message: 'You have finished your Personal Health Assessment. What would you like to do?'. There are two buttons: 'Go Back and Review Your Answers' and 'View Your Personal Health Summary Report'.

## STEP 3 Review your Personal Health Summary Report

The Personal Health Summary Report helps you to understand the areas in your life that are in good shape and gain insight into the areas that can be improved. Reviewing the Personal Health Chart shows the areas of health concern in relation to the answers to the health assessment – “health issues you can change.” Red Boxes with an open book in the box indicates that a lesson relevant to this issue has been added to your online lesson series.

The screenshot shows the 'Areas To Improve' section of the report. It lists several health concerns with associated lessons:

- Personal Health**
  - Waist size not healthy
  - Top blood pressure number between 130 and 139
  - Bottom blood pressure number between 85 and 89
  - Obese
  - Prediabetes
  - Do not know LDL cholesterol
  - Triglycerides 200 - 400
- Nutrition**
  - Never chooses low-fat food
  - Eats out 7 to 10 times per week
- Stress and Coping**
  - Ability to cope with stress average
  - Rarely seeks support from people
- Physical Activity**
  - Sitting most of the day
  - Exercises for 20 minutes 0 to 1 times a week

A red box with a book icon is next to the 'Personal Health' section, indicating a lesson is available.

## STEP 4 Review your Action Plan and *get moving towards a healthier lifestyle!*

The screenshot shows the 'Action Plan' page. It explains that the Action Plan is a tool to help choose the direction for better health. It lists three steps to follow:

- Choose the areas you want to work on from your Areas to Improve.
- Select Healthy Behaviors that will support improving those areas.
- Identify the steps you will take to adopt these new healthy behaviors by selecting specific Goals.

It then asks the user to 'Take the first step on your path to better health now by selecting which Areas to Improve you want to focus on.' Below this, there are checkboxes for various health goals:

- Waist Size Not Healthy
- Top Blood Pressure is 130-139
- Bottom Blood Pressure is 85-89
- Sits Most of Day
- Exercises 0-1 Times Per Week
- Never Chooses Low-Fat Foods
- Eats Out 7-10 Times Per Week
- Average Stress Coping Skills
- Rarely Seeks Support
- Obese
- Pre-Diabetic
- LDL Cholesterol is Unknown
- Triglycerides 200 - 400

The Action Plan is designed to help you focus on where to get started or what to work on next. Your areas in need of improvement did not show up overnight, and it will take some time to improve your lifestyle as you move towards better health. The Action Plan walks you through a series of steps to help you focus on what is most important now. Other items can be selected once you achieve the first goals.



***It's Never Too Late to Live  
a Healthier Lifestyle!***

## **Your Chronic Disease Management Program**

**The American Health Data Institute is excited to be your chronic disease management partner!**

Our program covers 27 chronic conditions like asthma, diabetes, high blood pressure, high cholesterol, and coronary artery disease, just to name a few. If you or a family member have been diagnosed with a chronic illness you are automatically enrolled in the **Health Care Navigator™** program. Our Healthcare Navigator™ Nurses and Health Coaches are here to work with you to make sure you're receiving the care you need to manage your condition and live a healthier lifestyle!

### **How Does the Program Work?**

- STEP 1** If you have a qualifying chronic condition you will receive an introductory letter inviting you to partner with one of our Health Care Navigator™ Nurses or Health Coaches.
- STEP 2** Following the introductory letter, either you can contact one of the Health Care Navigator™ Nurses or Health Coaches or they will reach out to you.
- STEP 3** You and the Health Care Navigator™ Nurse or Health Coach will discuss your healthcare needs and co-design a personalized service plan. The Health Care Navigator™ Nurse or Health Coach is there as your partner to help you self-manage your chronic condition.

***It's Easy!***

**Start Now and Take Control of Your Health!**

### **CONTACT A HEALTH COACH TODAY TO:**

- Receive support in managing your chronic condition
- Access medical information about your condition
- Make sure you are following the recommended care for your illness(s)

**Call 1.800.352.5071**

**Or email your questions to: [CDM@ahdi.com](mailto:CDM@ahdi.com)**

