



How to Complete the Online Routine Physical Screening Form

Covenant HealthCare members, you now have the option to enter your Health Engagement Program information directly into the ASR Health Benefits Website! You no longer need to submit a Routine Physical Screening form to ASR. To complete the Online Routine Physical Screening Form, see the instructions below.

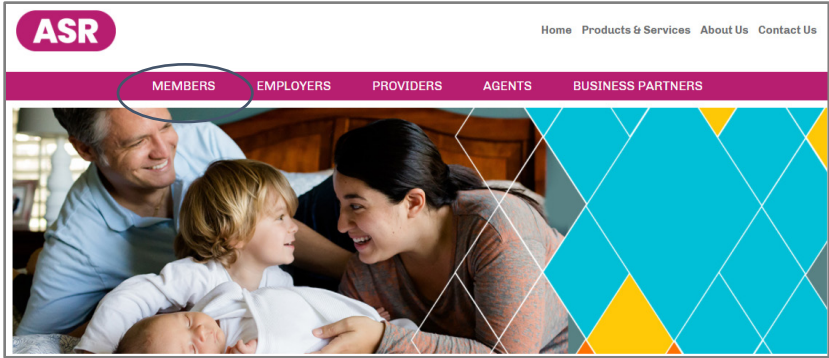


Figure 1

Log in:

Go to asrhealthbenefits.com. Select **MEMBERS** (Figure 1).

Enter your username and password, and then click on the **Log in** button. If you have not yet registered on our Website, click on the **SIGN UP FOR A LOG-IN** link and follow the prompts.



Figure 2

Navigate:

Access the online Routine Physical Screening Form by choosing the **HEALTH ENGAGEMENT** menu and selecting **Program Tracker** (Figure 2). Scroll to the bottom of the Program Tracker and select **Complete Form** (Figure 3.)



Figure 3

Complete Form:

Enter the screening results from your routine physical in the online form (Figure 4).

Once all the information has been entered, click **Save and Continue**.

Next, review your information and select **Complete Form** (Figure 5).

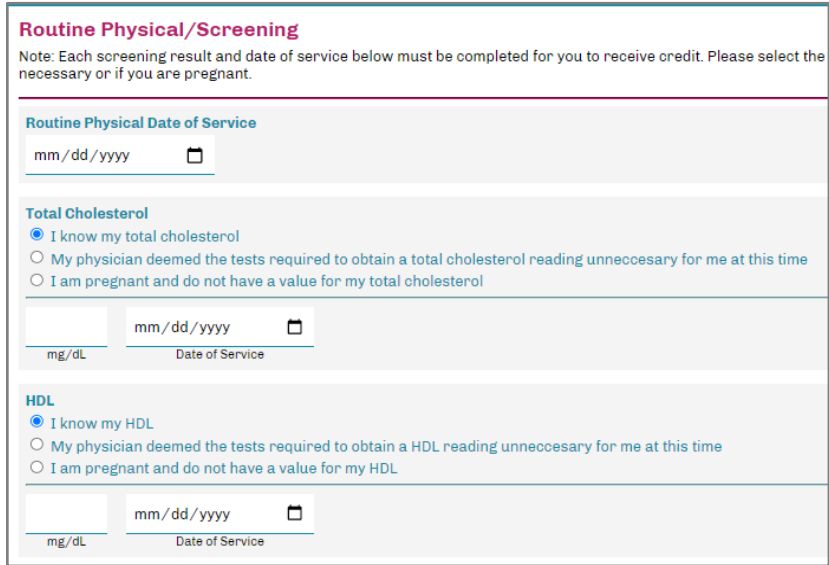


Figure 4

Confirm Submission:

Confirm form submission when you receive the following message: Please allow up to three business days for ASR to review your submission and to update your program tracker.

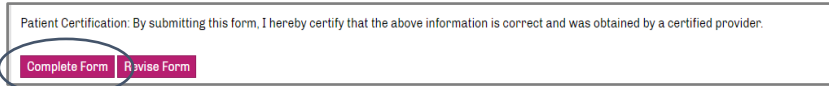


Figure 5