

# Guide to Offsite Forms

HealthWorks

Building **Healthy** Worksites

The screenshot shows the HealthWorks portal interface. At the top, there is a navigation bar with links for Home, My Wellness, My Appointments, My Resources, My Account, and Logout. Below the navigation bar is a banner with a hot air balloon background and the text "Welcome ANNE-MARIE!". Underneath the banner are three tabs: My Wellness, My Appointments, and My Resources. The My Appointments tab is selected. Below the tabs are three main tiles: Onsite Screening, Offsite Screening Forms, and Telephonic Health Coaching. The Offsite Screening Forms tile is circled in red, and a red arrow points to it. To the right of these tiles is a My Checklist section with a list of items: Biometric Screening Results, Health Risk Assessment, and Telephonic Health Coaching.

## How to Download Offsite Forms:

1. Login to [portal.healthworksdata.com](https://portal.healthworksdata.com)
2. Click the **'My Appointments'** tab
3. Go to the **'Offsite Screening Forms'** tile
4. Click **'Download Forms'** link
5. Complete the **Online Waiver**
6. Select either the **LabCorp** or **Physician option** >> Accept >> Submit
7. **Download and print** the appropriate forms to take to either your LabCorp appointment or your physician's office – you must take HealthWorks paperwork to your offsite appointment!

*PLEASE NOTE: if you and a spouse are participating in a screening, you must login separately and each complete an online waiver so we have accurate information for all participants. If you need assistance with logging in, please contact our office at 513-751-1288.*