

# Step-by-step instructions for checking your completion of City of Portland's Preventive Care Initiative

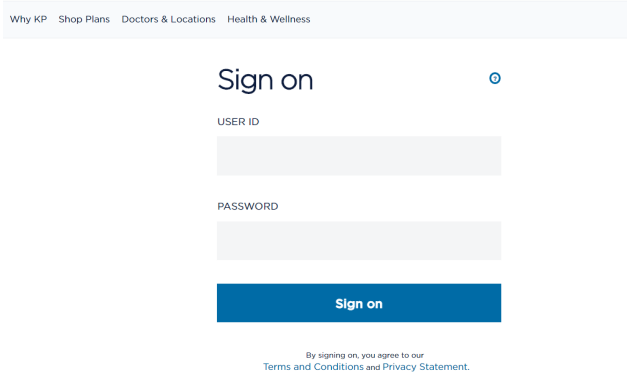
## How do I complete the Preventive Care Initiative?

By following the steps below and getting a checkup, you will continue to get the highest contribution you are eligible to receive toward your Kaiser Permanente health care premium for the benefits plan year.

- Complete a preventive care screening (checkup) at least once every two years.
- Provide the City with your signed HIPAA authorization here: [www.portlandoregon.gov/bhr/article/654705](http://www.portlandoregon.gov/bhr/article/654705)
- We'll mail you a letter of completion and upload a copy to your kp.org account.
- If you haven't met the Preventive Care Initiative Standard yet, there's still time to complete it by the end of the year. Call 1-800-813-2000 to schedule a checkup. You can also schedule online or with the kp.org app.

## Here's how to check if you've completed the Preventive Care Initiative:

**1-2**



KAISER PERMANENTE

Why KP Shop Plans Doctors & Locations Health & Wellness

Sign on

USER ID

PASSWORD

Sign on

By signing on, you agree to our Terms and Conditions and Privacy Statement.

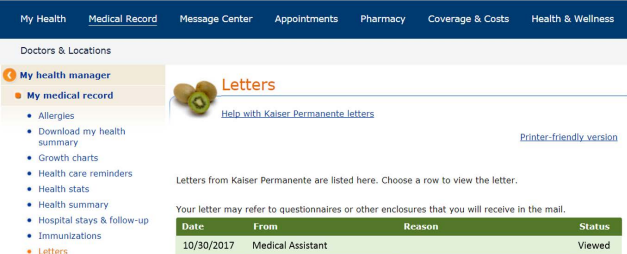
**1** Go to [kp.org/letters](http://kp.org/letters)

**2** Log in

First time logging in? You'll be able to register right away if you answer a few questions online to validate your identity.

- If your identity cannot be validated online, your password will be mailed to you, to protect your personal health information and prevent fraud.
- If your new password is mailed, it can take up to 7 days to arrive. Please wait for your new password to arrive before attempting to log in.

**3**



KAISER PERMANENTE

All Search

My Health Medical Record Message Center Appointments Pharmacy Coverage & Costs Health & Wellness

Doctors & Locations

My health manager

My medical record

- Allergies
- Download my health summary
- Growth charts
- Health care reminders
- Health stats
- Health summary
- Hospital stays & follow-up
- Immunizations
- Letters

Letters

Help with Kaiser Permanente letters

Printer-friendly version

Letters from Kaiser Permanente are listed here. Choose a row to view the letter.

Your letter may refer to questionnaires or other enclosures that you will receive in the mail.

Date	From	Reason	Status
10/30/2017	Medical Assistant		Viewed

**3** You'll be taken to the Letters section of your Medical Record

You'll see a letter from a Medical Assistant. Open the letter to see if you have completed the Preventive Care Initiative or if you have not.

## Questions?

- For more information on the City of Portland's Preventive Care Initiative and on how you can maintain the lowest premium share available, please visit [www.portlandoregon.gov/bn](http://www.portlandoregon.gov/bn).

Once you complete the Authorization and have met the Preventive Care Initiative Standard, the ONLY information that will be shared with the City is: your name, date of birth, and the last four digits of your social security number.



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