Completing Your Health Screening

Screenings are available to employees and spouses who have medical insurance through M.C. Dean, Inc.
You cannot schedule an appointment until your medical coverage is effective.
To schedule a screening:

1. Go to www.ehealthscreenings.com/signup
   Note: If you run into trouble during the registration process, please call the eHealthScreenings Customer Service line at (888) 708-8807 ext. 1.
2. Enter your Username and Password and click *Submit*.
   Verify and update your account information as needed, then enter the Screening Key: **MCD02** and click on the *Click to Select* button.
   a) If you forgot your username, click Forgot your ***username*** or password?
      - On the next screen enter your first name, last name, date of birth and the last 4 digits of your SSN (do not use the . Employee ID option as this will not work for M.C. Dean employees) into the appropriate boxes.
      - After a few minutes, you will receive an email with your forgotten username.
   a) If you forgot your password, click Forgot your username or ***password***?
      - On the next screen, enter your username and date of birth and click Submit.
      - After a few minutes, you will receive an email with a link to reset your password. Please check both your M.C. Dean email address as well as your personal email address.
      - Copy the temporary password listed in the email you receive and click on the *click here* link to continue with your password reset.
      - Enter your username. Paste your temporary password into the Password field.
      - Under Change Password, type your temporary password into the Current password box. Type your new password into the New password box. Re-type your new password into the Confirm new password box. Then click on the Submit button.
3. On the next screen under Step 1, enter the Screening Key: **MCD02** and click *Click to Select*.
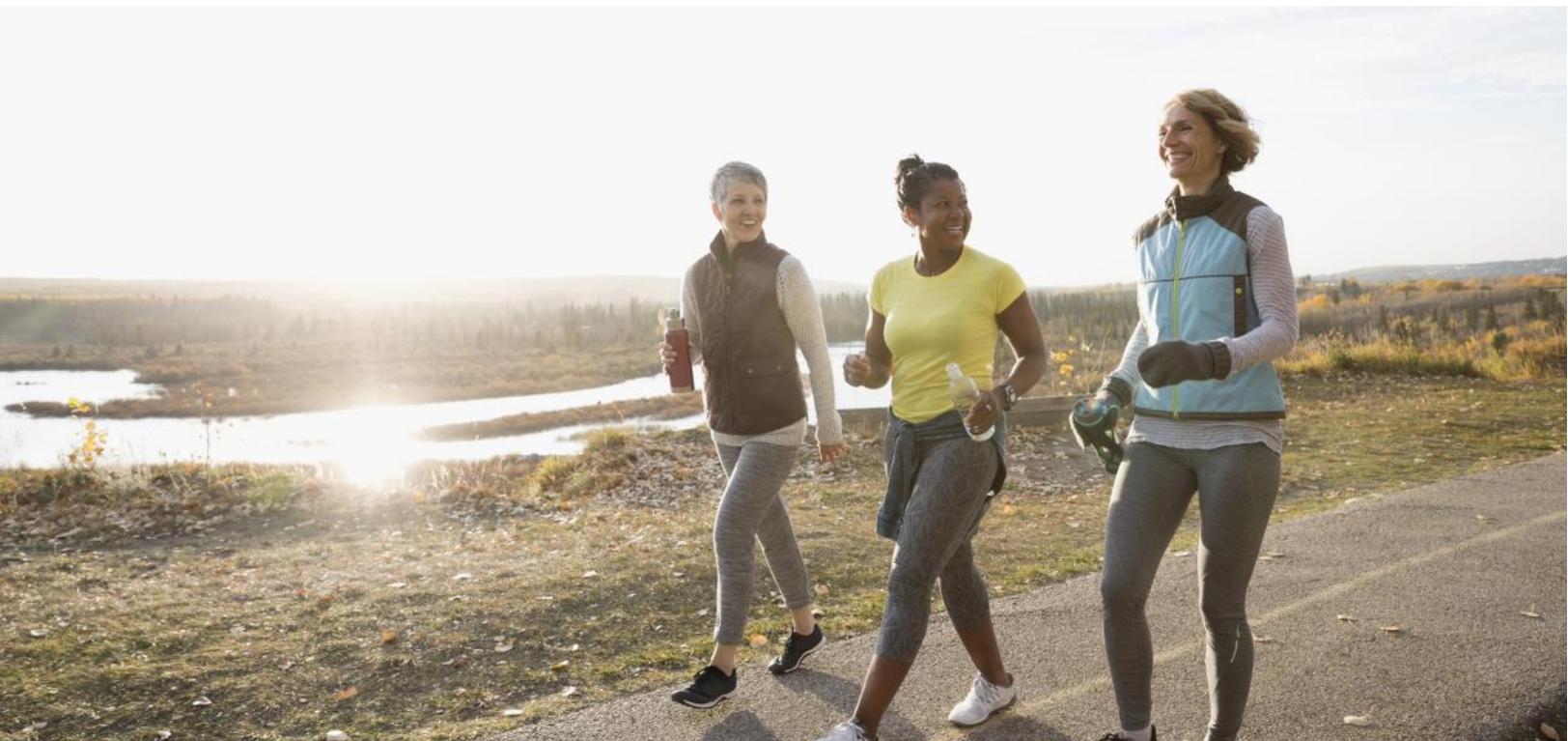4. To schedule an Offsite Lab Screening, under OFFSITE LAB SCREENING click *Click to Select.*
5. To find a lab, under FIND LABS BY ADDRESS, enter your desired address and click Find by Address and a list of labs will appear at the bottom of the screen **OR** under FIND LABS BY LOCATION, click Using My Current Location and a list of labs will appear at the bottom of the screen.
6. On the next screen, find your desired lab from the list and click Select.
7. On the next screen, read the entire Health Screening Consent. Check the I Agree box (must scroll to bottom of consent). Enter your First and Last Name in Signature box, if it is not prefilled. Click Continue.
8. Once you have completed the sign-up process, a confirmation page will be generated for you to print for your records. You will then receive email confirmation of your registration and will be emailed a lab form and instructions on how to complete your screening.

Completing Your Health Screening

Screenings are available to employees and spouses who have medical insurance through M.C. Dean, Inc.
You cannot schedule an appointment until your medical coverage is effective.
To schedule a screening:

1. Go to www.ehealthscreenings.com/signup
   Note: If you run into trouble during the registration process, please call the eHealthScreenings Customer Service line at (888) 708-8807 ext. 1.
2. Register your account:
   a) Under the *NOT YET REGISTERED?* box, enter the Screening Key: **MCD02** and click *Submit*.
   b) Enter your assigned default Username and Password
   USERNAME: First Initial of First Name + First Initial of Last Name + DOB (MMDDYYYY)
   (example: John Smith born 4/23/1975 is JS04231975)
   PASSWORD: Last Name + Last 4 of Social Security Number (SSN)
   (example: John Smith with SSN 123456789 is Smith6789)
   (example: Manny Clifton Jr. with SSN 123456789 is Clifton6789)
   (example: Sandra Cayuela Manzur with SSN 123456789 is Cayuela6789)
   (example: Amanda Holmes-Luckett with SSN 123456789 is Holmes6789)
   (example: Paul Red-Johnson with SSN 123456789 is Red6789)
   (example: Joseph O'Brien with SSN 123456789 is O6789)
   *Username and Password are case sensitive
3. Update account information and click *Register*.
   a) Username - You can keep your default username or change to another username
   b) Password - You must create a new password (you cannot use your default password)
   Please note, some fields may be prefilled. If First Name, Last Name, Date of Birth, Sex, Last 4 of SSN are prepopulated do **not** change even if correct. If your information is incorrect, please go to Human Resources.
   Save your Username and Password, you will need this for future screenings.
4. Once you are registered, you will be taken to the Offsite Lab Screening page. You can find a lab by either entering the desired address or clicking Using My Current Location button. Once you have found the lab, click *Select* button beside your desired lab location.
5. Read the Health Screening Consent, scroll to the bottom & check the *I Agree* box. If your name is not pre-filled insert your first name, last name and click *Continue*.
6. A pop-up will appear asking if you would like to schedule an appointment with Labcorp. You can click *Yes* or *No*. If you click *Yes* you will be directed to schedule your appointment.
7. Once you have completed the sign-up process, a confirmation page will be generated for you to print for your records. You will then receive confirmation of your registration and will be emailed a lab form and instructions on how to complete your screening.

Once you get your results from your screening, please go see your personal physician as soon as you can to help interpret your results.

**Questions? Want to register by phone?
Please call eHealthScreenings
Customer Service
Mon-Fri 8am - 7pm ET at (888) 708-8807, ext. 1**

REMEMBER: Fasting (no food) for 9 hours before your appointment is recommended, but not required. Please drink plenty of water. Black coffee is permitted. Continue to take any prescription medications. If you are diabetic, please consult your physician before fasting.