

PERIODIC HEALTH ASSESSMENT (PHA) INSTRUCTIONS

1. Complete your PHA questionnaire through your AKO account. See steps below:

- a. Click "Self Service"
- b. Click "My Medical"
- c. Click "Click here" (highlighted in blue)
- d. Click "Periodic Health Assessment" (highlighted in yellow)
- e. Fill out all areas in bold black
- f. Ensure you click "Submit" once complete

2. Walk into Medical Readiness section at MEDDAC-J to schedule Part I. Do NOT call to schedule an appointment.

3. For Part I, go to the Medical Readiness section to pick up your "folder" and receive further instructions. You will then go to the following Clinics:

- a. Optometry walk-in is between 8:30 ~ 9:30 a.m. If you wear glasses you will need an appointment by calling 263-4240
- b. Hearing will require an appointment by calling 263-5050
- c. Laboratory for Soldiers over 40 or those with an amber HIV. Walk-in is between 7:30 a.m. ~ 12 p.m., and 1 ~ 4 p.m., Monday, Tuesday, Wednesday and Friday and from 12:30 ~ 3:45 p.m., Thursday
- d. Vital signs walk-in is between 8:30 a.m. ~ 4:30 p.m., Monday, Tuesday, Wednesday and Friday and 1 ~ 4:30 p.m., Thursday
- e. Walk-in for Medical Readiness is 8 a.m. ~ 11:30 a.m., and 1 ~ 3:45 p.m., Monday, Tuesday, Wednesday and Friday and 1 ~ 4:45 p.m., Thursday
- f. Dental examination must be up to date. Call 263-4603 for an appointment
- g. Well woman examination must be up to date. Call 263-4175 for an appointment

4. Once you have completed all the steps listed above, return your "folder" to the Medical Readiness section. Part II will then be scheduled for you to see a medical provider.

5. After you complete your appointment with the medical provider, return your "folder" to the Medical Readiness section and your Medical Protection System (MEDPROS) will be updated.

6. If you have questions about your PHA, call the Medical Readiness section at 263-4838.