

Getting Started Guide

This helpful guide walks you through CheckUp installation and shows you how CheckUp can store and organize your personal health information.

Important **notice** for Norton AntiVirus 2005 and 2006 users.

Step 1 - Install CheckUp

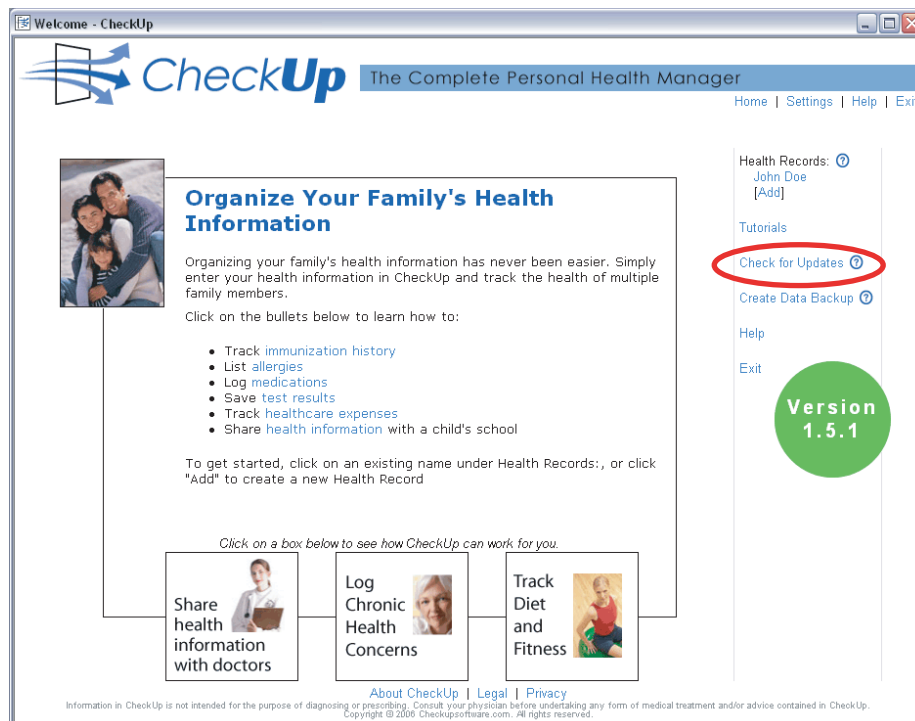
Insert the CheckUp CD in your computer's CDROM drive or doubleclick on the CheckUp-1.x-Setup.exe file you recently downloaded. The CheckUp installation program should begin automatically. Follow the on screen instructions to complete the CheckUp installation. Start CheckUp by checking the Run CheckUp box on the final page of the installation program or by

Step 2 - Activate CheckUp

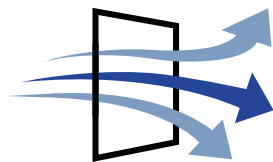
Once CheckUp has started, you'll see a large green circle towards the bottom right corner of the CheckUp screen that says **Activate Now!** Click the green circle to begin the activation process. You'll need the Product ID Code from the back of the CheckUp CD sleeve. If you do not have an Internet connection, call us at 913.438.3200 to activate CheckUp over the phone.

Step 3 - Install the Latest Updates

CheckUp Software frequently releases product updates that contain new features requested by our users, new health.edu articles and bug fixes. To start the update process, click **Check for Updates** on the initial CheckUp screen (see image below). Follow the instructions on the screen to download and apply updates. You will need to restart CheckUp after the updates have been applied.



To find out what's new in the updated version of CheckUp, visit the Learning Center at www.checkupsoftware.com/Support/LearningCenter.html



Step 4 - Create Your Health Record

CheckUp organizes your family's health information into individual Health Records. Create your Health Record by entering your first and last names in the blanks provided at the top of the menu on the right side of the main CheckUp screen. Click the **Go** button to take you to the next screen. The Person List page allows you to create Health Records for every member of your family by simply adding their name. Click **OK** to open your Health Record.

The name shown in green in the top left corner of the Health Record tells you whose Health Record is being displayed. If your Health Record isn't currently active, click on your name to switch Health Records.

Your Health Record displays seven different areas to help you take control of your health.

Enter health information for unlimited users.

Get helpful health tips.

The Profile is a current snapshot of your health.

Read articles that pertain directly to your health.

Track your health related expenses.

Monitor your risk for heart disease and diabetes.

Track progress towards health goals.

Jane Doe's Health Record - CheckUp

Jane Doe
Baby Doe
John Doe

Journal Time This Year Category All

Date	Category	Description	Cost
04/26/2005	Test	Weight - 131 lbs 12:00 PM	\$0.00
04/25/2005	Exercise	Steps, Step Counting with Pedo...	\$0.00
04/24/2005	Exercise	Tennis, singles: 90 mins (735 C...	\$0.00
03/19/2005	Test	BP - 107/63 mm Hg 10:15 AM	\$5.00
03/19/2005	Test	Cholesterol - 184 mg/dL 10:15 AM	\$5.00
03/02/2005	Medication	ALLEGRA-D: 2 pills	\$25.00
02/15/2005	Exercise	Pilates: 60 mins (245 Cal.)	\$10.00
01/12/2005	Ill/Disease/Injury	EAR INFECTION	\$0.00
01/12/2005	Medication	PENICILLIN: 2 tablets	\$25.00

Messages

As many as 50 million Americans age 6 and older have high blood pressure.

Profile

- General
- Family History
- Heart
- Diet & Fitness
- Vision
- Medications
- Habits
- Immunizations
- Allergies
- Procedures
- Children
- Illnesses, Diseases & Injuries
- Providers

Expenses YTD

Visits	\$10.00
Medications	\$50.00
Other	\$20.00
Total	\$80.00

Assessment

Diabetes Risk Level: Low to High

Heart Disease Risk Level: Low to High

Weight Loss Goal: [Progress bar]

Exercise Minutes Goal: [Progress bar]

Health.edu

Revised: Get fit for the summer

Core strengthening: More than ju...

Why exercise?

Osteoporosis in Women: Keepin...

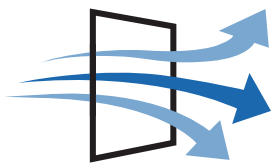
Swing With Care on the Course

To Stay Trim, Keep Moving!

The Journal provides an itemized view of your health. Enter information about Blood Pressure, Cholesterol, Diary, Diet, Exercise, Glucose, Height, Illnesses, Immunizations, Medications, Procedures, Pulse, Test, Doctors Vists or Weight.

Step 5 - Fill Out Your Profile

The Profile, located in the lower left corner of your Health Record, represents a typical set of information asked on new patient forms at a doctor's office. It contains information doctors need to know in order to treat you effectively. The Profile includes family health history, current height and weight, cholesterol measurements, allergies, current medications, fitness habits and your detailed medical history.



Step 5 - Fill Out Your Profile (cont.)

To start filling out your Profile, click on **General** and enter basic information about yourself. CheckUp uses this information to choose which articles to display in the health.edu section of your Health Record. Click **OK** to save your General Profile and return to your Health Record. Clicking **Apply** will save your information but the screen will remain in the General Profile.

Continue filling out each section of the Profile. There is a lot of information contained in these sections. To avoid frustration, fill in the information you know off the top of your head and move on to the next section. You can always go back and fill in additional information later.

Before your next doctor's appointment, print your Profile to take with you. This will save you time when filling out long medical forms. Plus, you won't have to struggle to remember dates of illnesses or how to spell the name of the medication you are taking. When your doctor has accurate and current information about your health, he or she can make a better diagnosis.

Step 6 - Add Journal Entries

The Journal is a continuous log of your health care. You can quickly enter several types of medical information without changing pages. The Journal also allows you to track the cost of your medical care. Journal entries are displayed chronologically, helping you quickly find important information. Information entered in the Journal is automatically added to your Profile.

The Journal allows you to enter the following information:

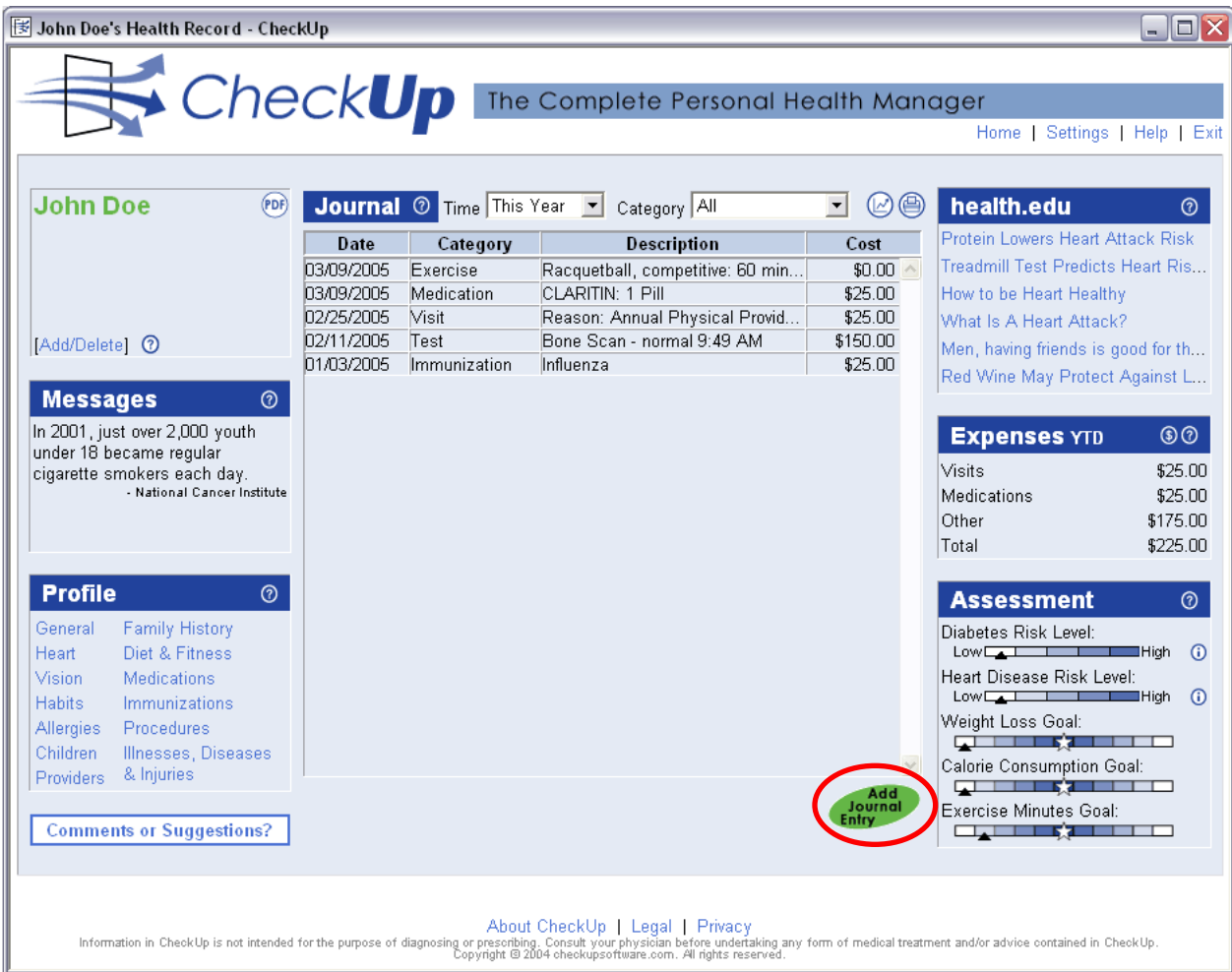
- **Blood Pressure:** Enter a blood pressure reading for a specific date and time.
- **Cholesterol:** Enter a cholesterol reading for a specific date and time.
- **Diary:** A free text form for entering personal thoughts, doctor's comments, or any information you want to record that isn't covered in one of the other types.
- **Diet:** Select a food from our extensive list to automatically record calorie, carbohydrate, protein and fat information.
- **Exercise:** Select an exercise from the list in CheckUp, enter the duration of the exercise, and CheckUp will automatically record the calories burned.
- **Glucose:** Enter a glucose reading for a specific date and time.
- **Height:** Enter a height reading for a specific date and time. This is especially useful with growing children.
- **Illness, Disease, or Injury:** Record the date of onset and recovery for any condition from minor illnesses to sports related injuries to life changing diseases.
- **Immunization:** Enter the date and cost of immunizations as well as where it was given and by whom.
- **Medication:** Use this entry type to record prescription information. You can enter the name of the medication, the date it was prescribed, the doctor that prescribed it, where it was filled, how much it cost and much more.
- **Procedure:** Record the date, location and attending physician for procedures and treatments.

Step 6 - Add Journal Entries (cont.)

- **Pulse:** Enter a pulse reading for a specific date and time.
- **Test:** Log the results of medical tests.
- **Visit:** Record the date and cost of doctor's visits.
- **Weight:** Enter a weight reading for a specific date and time. This is especially useful with growing children.

To add a Journal Entry:

1. Click the Add Journal Entry button located in the middle of the Health Record at the bottom of the screen.



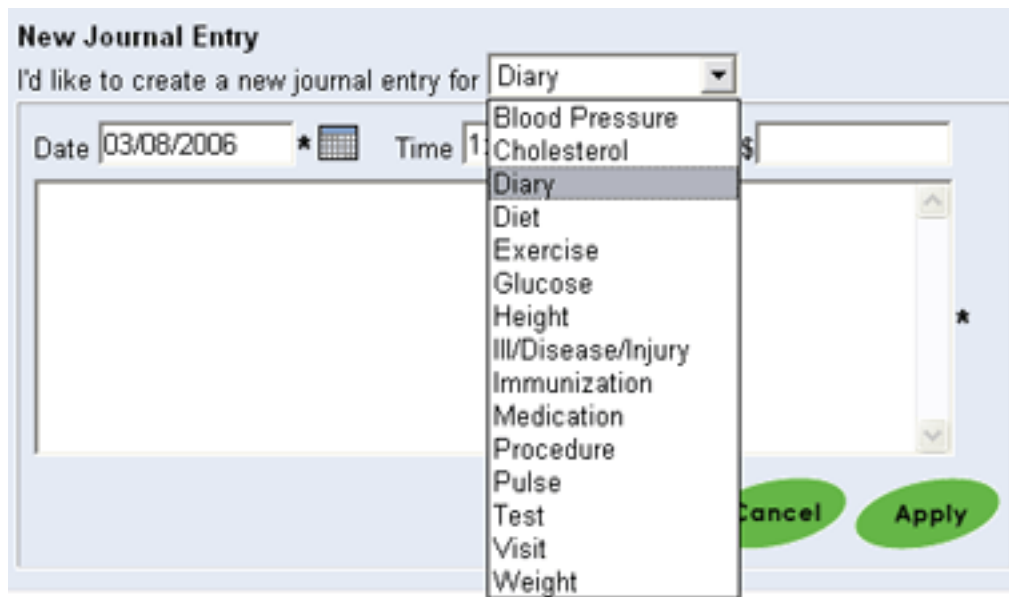
The screenshot shows the 'John Doe's Health Record - CheckUp' window. The main content area is titled 'Journal' and displays a table of entries:

Date	Category	Description	Cost
03/09/2005	Exercise	Racquetball, competitive: 60 min...	\$0.00
03/09/2005	Medication	CLARITIN: 1 Pill	\$25.00
02/25/2005	Visit	Reason: Annual Physical Provid...	\$25.00
02/11/2005	Test	Bone Scan - normal 9:49 AM	\$150.00
01/03/2005	Immunization	Influenza	\$25.00

At the bottom of the Journal section, there is a green button labeled 'Add Journal Entry' which is circled in red. Other interface elements include a 'Messages' section with a quote from the National Cancer Institute, a 'Profile' section with various health categories, and an 'Assessment' section with risk level sliders for Diabetes and Heart Disease, and goal progress bars for Weight Loss, Calorie Consumption, and Exercise Minutes.

Step 6 - Add Journal Entries (cont.)

- 2. Choose the type of Journal entry you'd like to add by clicking the down arrow on the drop down box next to "I'd like to create a new journal entry for " found in the middle of the screen. Diary is shown by default.



- 3. The entry form will change based on the type of entry you select. Fill in the requested information. All required fields are marked with an *.
- 4. Click **Add** to save the entry information and close the entry form. Click **Apply** to save the current entry information and remain on the entry form to add additional entries.
- 5. Once saved, the new entry will appear in the Journal as long as it corresponds with the search parameters set at the top of the Journal.

As you add Journal entries, the Expenses YTD section on the right side of your Health Record will automatically update your financial summary for the current year.

Step 7 - Explore the Rest of CheckUp's Features

- Create a Graph
- Email your Health Record to your Doctor
- Create an Expense Report
- Create a Diet & Fitness Goal
- Read current health news in the health.edu section
- Understand your risk for diabetes and heart disease

Step 8 - Create a Backup of Your CheckUp Data

Keeping a backup of your CheckUp data is important in case of a computer failure. Information to create and store your Data Backup can be found in the CheckUp Learning Center at www.checkupsoftware.com/support/LearningCenter.html.