

## PERIODIC HEALTH ASSESSMENT (PHA) INSTRUCTIONS

- 1. Complete your PHA questionnaire through your AKO account. See steps below:**
  1. Click “Self Service”
  2. Click “My Medical”
  3. Click “Click here” (highlighted in blue)
  4. Click “Periodic Health Assessment” (highlighted in yellow)
  5. Fill out all areas in bold black
  6. Ensure you click “Submit” once complete
  
- 2. Call the Medical Readiness section at MEDDAC-J @ 263-4838 to schedule Part I.**
  
- 3. For Part I, you will go to the Medical Readiness section to pick up your “folder” and receive further instructions. You will have to go to the following Clinics:**
  1. Optometry for every Soldier. Walk-in is between 0830-0930. If you wear glasses you will need an appointment @ 263-4240.
  2. Hearing for every Soldier. Soldier’s need an appointment for hearing exams. Call 263-5050 for an appointment.
  3. Lab for Soldiers over 35, or if you are amber on your HIV. Walk-in is between 0700-1600 (M-F). 0700-0800/1300-1600 (Thursdays).
  4. Vital sign’s for every Soldier. Walk-in is between 0830-1630 (M-F), 1300-1630 (Thursdays).
  5. EKG for Soldiers over 40. Walk-in is between 0830-1630 (M-F), 1300-1630 (Thursdays).
  6. Dental exam must be up to date. Call 263-4603 for an appointment.
  7. Well woman exam must be up to date. Call 263-4175 for an appointment.
  
- 4. Once you have completed all of the steps listed above, you will 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, you will return your “folder” to the Medical Readiness section and your MEDPROS will be updated.**
  
- 6. Any questions about your PHA call Medical Readiness section @ 263-4838.**