

## Onsite Health Screening Site Coordinator Guide

To earn the \$150 gift card, participants need to complete the Health Assessment, one well-being activity and a Health Check. Health check options include: a dental cleaning, one coaching call or a biometric screening. Biometric screenings can be completed by filling out the Health Care Provider Form, requesting self-collection materials or participating in an onsite health screening. This guide will help employers who are interested in scheduling an onsite health screening event at their location.

**To reduce costs consider the guidelines below before requesting events with 20 appointments.**

- Site coordinators must be confident in filling 20 appointments before requesting an event via SurveyMonkey.
- If your location is not likely to fill 20 appointments, consider promoting the other Health Check options instead of hosting an onsite event.
- Any event that has less than 16 appointments filled 12 business days prior to the scheduled date will be canceled.

### Screening Overview

- WebMD Health Services partners with Quest Diagnostics to provide onsite health screenings
- Your point of contact: Katie Storlie, WebMD Health Service's Screening Coordinator
  - [kstorlie@webmd.net](mailto:kstorlie@webmd.net)
  - 503-416-2773
- Services provided during onsite screenings:
  - Values collected: height, weight, waist, blood pressure, triglycerides, glucose, HDL, LDL, and total cholesterol
  - 3–5-minute review of results
  - Total appointment time: 15 - 20 minutes

### COVID-19-Event Safety Enhancements

- Screening providers will cleanse and sanitize supplies before and during the event, including high touch items between participants
- Screening providers will wear masks, lab coats, and gloves during the participant screening appointments
- If the screening provider has a temperature above 100.4°F, they will not work the event
- All tables must be 8-10 feet apart in the screening room
- Masks are recommended for participants, but not required

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### Requesting an Event

- Submit request a minimum of 60 days prior to preferred event date at <https://www.surveymonkey.com/r/wellwi>
- Events can be scheduled for **February 2, 2023 -October 6, 2023**
- Events require a minimum of 20 participants
- Provide an alternate date
- Reserve room for dates requested
  - Allow for 60 minutes of set up time prior to the start time
  - Allow for 60 minutes of tear down after the end time, which will be communicated at the time of event confirmation from WebMD Health Services
- Receive event confirmation from WebMD Health Services within 2 weeks of submission
- Contact Katie Storlie for additional detail or to discuss special circumstances

### Promoting the Event

- Onsite coordinator is responsible for promoting the event to location employees
- Use communication pieces provided by WebMD Health Services to encourage registration and participation
- WebMD Health Services will provide weekly registration updates via email beginning 4 weeks out from event. The number of projected attendees may be adjusted up to 12 business days before the event depending on availability of staff and supplies.
- Any event that has less than 16 appointments filled 12 business days prior to the scheduled date will be cancelled.

### Day of Event

- Provide tables, chairs, and trash cans in screening room. Screening staff will arrange upon arrival.
- Meet screening staff 60 minutes prior to the start of the event so they can set up the room and run quality checks on their equipment
- For the screening equipment to function properly, the recommended room temperature is 65-75 degrees
- Post directional signage to assist participants with finding the room location, particularly if you are opening your event to participants outside of your organization.