

## On-site Health Screening Site Coordinator Guide

### Screening Overview

- StayWell partners with Quest Diagnostics to provide on-site health screenings
- Your point of contact: Katie Storlie, StayWell's Screening Coordinator
  - [kstorlie@staywell.com](mailto:kstorlie@staywell.com)
  - 651-681-3318
- Screening events available between 2/4/2019-10/4/2019
- Services provided during on-site 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

### Requesting an Event

- Submit request a minimum of 60 days prior to preferred event date at <https://www.surveymonkey.com/r/wellwi>
- Event will be a minimum of 4 hours long and requires 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 StayWell
- Receive event confirmation from StayWell within 2 weeks of submission
- Contact Katie Storlie for additional detail or to discuss special circumstances

### Promoting the Event

- On-site coordinator is responsible for promoting the event to location employees
- Use communication pieces provided by StayWell to encourage registration and participation
- StayWell will provide weekly registration updates via email beginning 4 weeks out from event. The number of projected attendees may be adjusted up to 10 business days before the event depending on availability of staff and supplies.

### Day of Event

- 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.