

Onsite Health Screening Site Coordinator Guide

To earn the \$150 prepaid card, participants need to complete the Health Assessment, one well-being activity and a Health Check. Health check options include: one coaching call, a series of online messaging interactions via Coach Connect 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 30 appointments.

- Site coordinators must be confident in filling 30 appointments before requesting an event via SurveyMonkey.
- If your location is not likely to fill 30 appointments, consider promoting the other Health Check options instead of hosting an onsite event.
- Any event that has less than 25 appointments filled 12 business days prior to the scheduled date will be canceled.
- If you would like assistance coordinating with other employers located nearby to host an event, reach out to: wellwi-employersupport@webmd.net

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
 - 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

Requesting an Event

- Submit request a minimum of 60 days prior to preferred event date at www.surveymonkey.com/r/wellwi
- Events can be scheduled for **February 2, 2026 -October 9, 2026**
- Events require a minimum of 30 participants.
- Provide an alternate date.
- Reserve room for dates requested.
 - Allow 60 minutes of set up time prior to the start time.
 - Allow 60 minutes of tear down after the end time, which will be communicated at the time of event confirmation from WebMD Health Services

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- Receive event confirmation from WebMD Health Services within 2 weeks of submission.
- Contact Katie Storlie for additional details or to discuss special circumstances.

Promoting the Event

- Distribute screening partner whitelist information to the appropriate contacts to ensure participants receive communications regarding the screenings.
- The 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 25 appointments filled 12 business days prior to the scheduled date will be cancelled.

Day of Event

- The roster of appointments will be sent via secure email from Quest Diagnostics the day prior to the event. Print the roster and provide it to the lead screener.
- 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.