

Implementation Phases

Preparation

- Roles & Responsibilities
- Eligibility & Incentives

Execution

- Scheduling Onsite Screenings
- Participant Launch
- Site Coordinator Onsite Screening Preparation
- Participant Onsite Screening Experience
- Alternative Screening Options

Closing

Site Coordinator Survey



Preparation: Roles & Responsibilities

Understanding Roles: Sharecare Event Specialist

Day-to-day point of contact for screening-related questions

Responsibilities:

- Work with vendors to establish expectations and ensure each implementation runs smoothly
- Create and manage screening project timelines
- Educate site coordinators on screening implementation
- Facilitate communication with our screening partner, Quest Diagnostics
- Communicate screening-related information to site coordinators
- Answer questions and assist with participant issues
- Assess and confirm that each site is prepared to host a screening

Understanding Roles: Site Coordinator

Site Coordinators serve as their location's wellness leader by encouraging participants to become involved and excited about the Be Well SHBP® well-being program

Preparation

- Submit request for scheduling via the webform and communicate with Quest via email to finalize event details
- Reserve screening location within facility

Execution

- Encourage sign-ups
- Print sign-in sheet and provide to the Quest team before event
- **Note:** Quest does not complete site visits before events



You are already promoting health and wellness by hosting a biometric screening event why not become a **Well-Being Ambassador!** You will continue to promote healthy habits while also getting the chance to win contests and awards and receive recognition for your efforts. To find out more about the program and to apply

visit www.BeWellSHBP.com

Understanding Roles: *Onsite Screening Vendor – Quest Diagnostics*

Quest Diagnostics

- Contacts Site Coordinator to schedule screening dates/times
- Staffs screenings with examiners
- Brings all screening supplies on the day of each event

Examiners

 Attend onsite screenings to collect the biometrics and blood results





Preparation: Eligibility & Incentives

Eligibility & Incentives

Who's Eligible?

- The 2023 SHBP-Sponsored screening events are open to all SHBP members and their covered spouses enrolled in Anthem or UnitedHealthcare (non-Medicare Advantage) Plan Options. Kaiser will attend select events and will be able to screen their members at those events.
- The 2023 incentives do not apply to dependent children or members enrolled in Kaiser Permanente or Medicare Advantage Plan Options.

What's the Incentive?

- As part of the *Be Well SHBP* well-being program, members will earn 120 points for taking the 2023 RealAge® Test and 120 points for completing a biometric screening.
- Note: Points cannot be awarded until completion of the 2023 RealAge Test.
- Members and their covered spouses may also earn up to an additional 240 points by completing well-being coaching, online challenges, or a preventive screening.



Execution: Scheduling Onsite Screenings

SHBP-sponsored Onsite Screening Events

Screenings will occur between March 1st - October 31st 2023

- You must have 40 or more registered participants to host an event
- Standard Screening hours: Monday-Friday 7:00am-7:00pm ET
- Screening dates, times and locations are scheduled and confirmed prior to the event
- Quest will provide examiners and registration clerk
- One examiner can screen 3 participants per hour
- The screening hours and number of examiners depend on how much space is available and how many participants have scheduled appointments
- It is recommended but not required to fast before the screening event in order to receive the most accurate results
- Morning screenings are encouraged

Covid Guidelines

Quest Diagnostics is making every effort to maintain the safety of participants and providers onsite during the COVID-19 pandemic. To ensure the safety of everyone, we have updated our event guidelines as follows:

- We follow all CDC recommendations regarding protective gear and preventive safety measures; face masks are worn starting from the time the providers arrive on-site.
- Quest providers cannot come to work sick and/or experiencing symptoms.
- All equipment, including tables and chairs, provided for the specimen collection at on-site events are disinfected after each participant

Covid Guidelines

How can Site Coordinators help?

- Reserve space for the event that will allow stations to be 8-10 feet apart.
- Advise participants to wear a mask to their appointment and sanitize hands before screening.
- Set the screening room to a cool temperature to help accommodate the providers' additional PPE.
- Be available during the event to answer questions and help employees sign in.

Marketing – Screening Support Documents

Marketing items can be found here: www.BeWellSHBP.com/screenings--support



These include:

- Screening FAQ Flyer
- Screening Site Coordinator Checklist
- Email templates to send to SHBP members to help encourage sign ups
- Event Promotional Posters
- Directional Arrow Signs
- Screening Room Signs

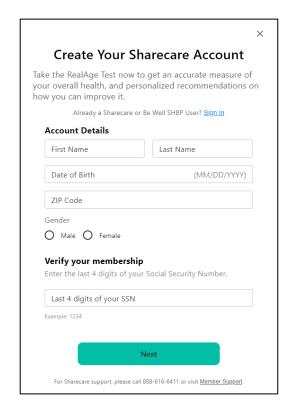


Execution: Participant Launch

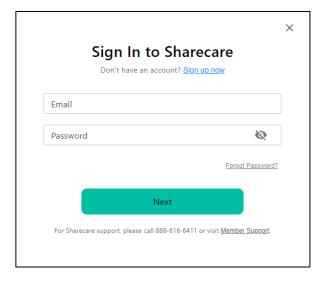
Accessing Quest Scheduler

Participant Login:

New Users: Register here

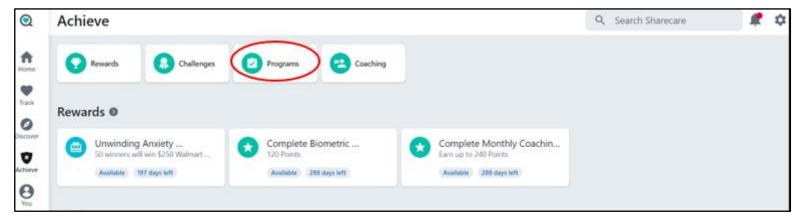


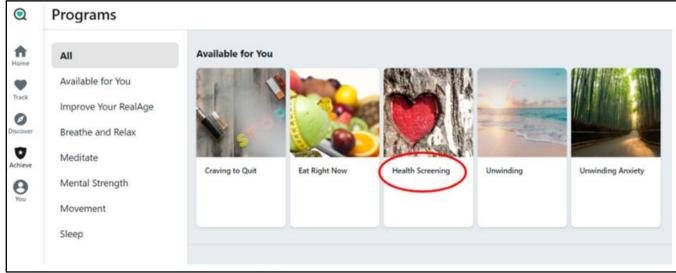
Existing Users: Log in here



Accessing Quest Scheduler

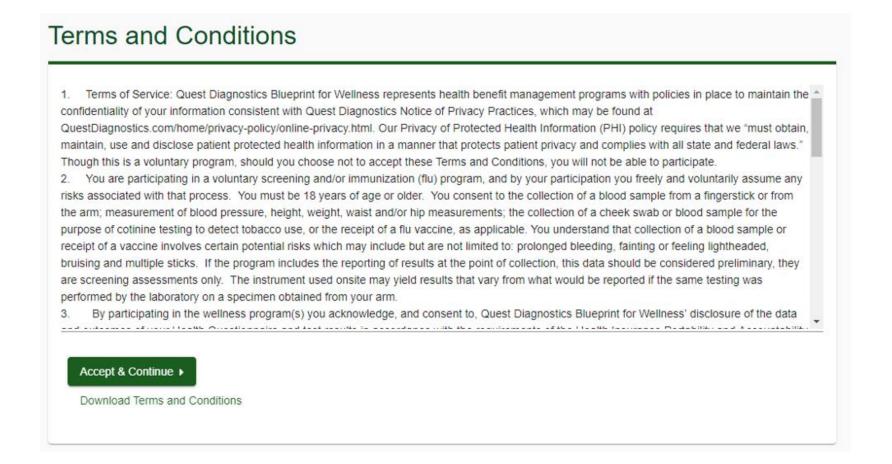
Members can access the Quest Scheduler by logging into their *Be Well* account on the Sharecare Platform. Once logged in, select the achieve icon, and then the programs tile. Next select the health screening tile to be taken to the Quest online scheduler.



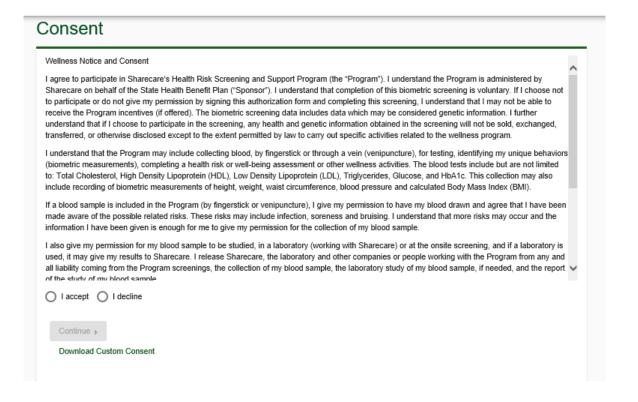




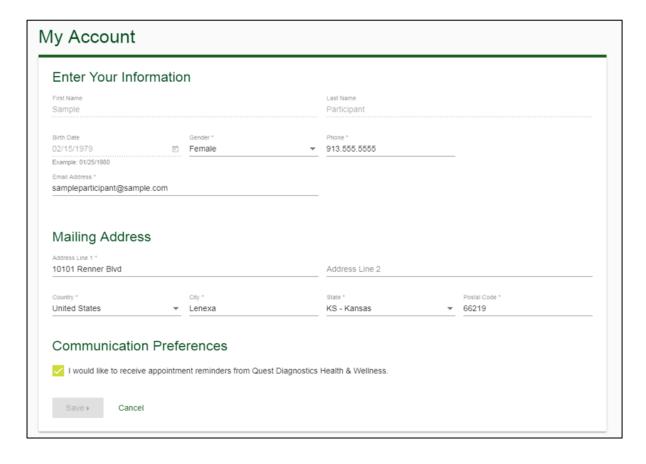
Members will review the Terms and Conditions and click Accept & Continue



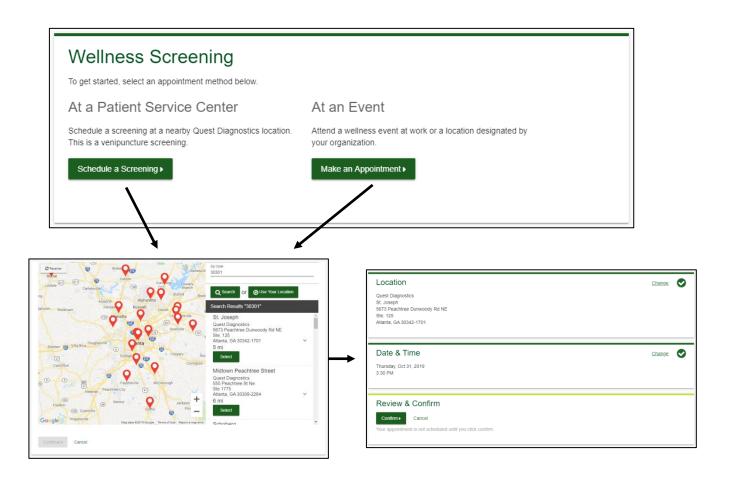
Members will review the Consent, click I accept and then Continue



 Members will confirm all their information is correct, select their communication preferences, and click save



- After confirming their information is correct, participants will be taken to the Quest dashboard
- Participants will click their desired Biometric Offering (Onsite Screening Event or Patient Service Center) and follow the steps below:
 - Choose location and click "Continue"
 - Select date & time of appointment
 - Review selected appointment and click "Confirm"





Lockdown Process

What is a Lockdown?

- 14 calendar days prior to each event, the number of appointments scheduled must be locked down at 4pm ET
- Confirms estimated number of participants

Why a Lockdown?

 An accurate estimate of participants ensures appropriate amount of supplies and examiners for screenings

Key Points

- SHBP-sponsored screening events will only be held at locations with 40 participants or more
- If you have LESS than 40 scheduled appointments 3 weeks prior to your event, your Sharecare Event Specialist will notify you and ask that you help increase participation
- If you estimate over 40, but have less than 40 scheduled appointments at the 14 calendar day lockdown, your event may be cancelled



Execution: Site Coordinator Onsite Screening Preparation

@ sharecare

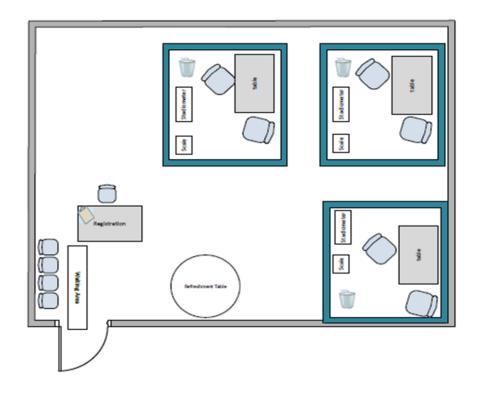
Day Before the Screening – Prepare Screening Area

Participant Registration Area

- Outside but near the screening rooms
- Table and chair for registration desk
- Need 1 chair per examiner station

Exam Stations

- Each examiner station will require a space of 8 ft. x 8 ft.
- Day of event Screening Vendor arrives one (1) hour prior to start time to set up screening area
- 1 table, 2 chairs, and a trashcan for each exam station



Due to OSHA regulations, we cannot host screenings in a cafeteria if food is being prepared or consumed at the time of the screening

Day Before the Screening – Final Prep

Get your materials ready!

- Ensure your registration and screening areas are set up appropriately
- Ensure you have all the items ready to go the next morning
 - Prepare your screening sign-in sheets make sure you bring them the morning of the screening – Your Sharecare Event Specialist will provide your final sign-in sheet the day before the event
 - Blue or Black Pens

Set reminders!

 Set a reminder to arrive one (1) hour before screening start time the morning of your screening to greet the Quest event team and direct them to the screening area.



Onsite Screening – Participant Experience

Fingerstick

Fasting is recommended but not required:

Biometrics: Height, weight, waist circumference, BP

Labs: HDL, LDL, Total Cholesterol, Triglycerides, Glucose, and HbA1c

Participant Experience:

- 1. Participants will visit Registration and state their name and appointment time
- 2. They will be directed to an available Exam Station to provide their electronic signature on the examiner tablet acknowledging that they have read, understand and agree to the Informed Consent and Release. Biometric measurements will be taken first, then the finger prick will be completed
- 3. Participants are asked to sign off electronically that they agree with the measurements/blood values recorded for them on the examiner tablet.
 - Participants have the right to have their body measurements retaken. The last result taken will be used.
- 4. If applicable, examiner will highlight out-of-range values
- 5. If a member has a "critical value" reading, examiner will recommend that the member seek medical attention and sign a form saying they accept or refuse the recommendation
- 6. Participants will complete a quick survey about their experience at the onsite screening and return it to registration



Screening process takes about 20 min per participant

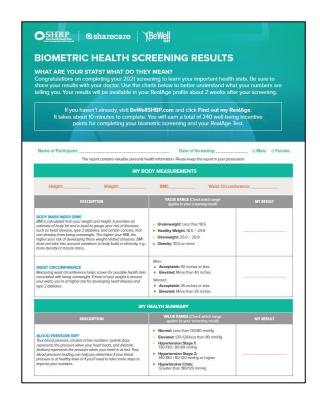
Participant Screening Rights

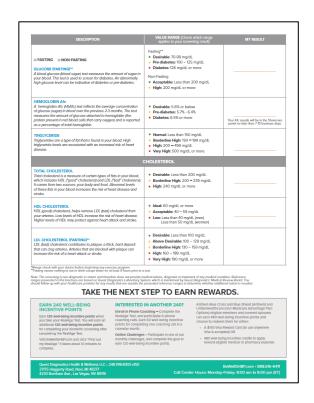
- All participants have the right to review their biometrics
- If a participant disagrees with a measurement, they may ask the examiner to take the measurement again. The 2nd measurement will be used to update the participant's report
- Participants may ask questions and voice any concerns they have to the examiner who screens them



Handout at the Screening event

- A "Know Your Numbers" one-pager will be provided to each participant
- The Quest staff will bring these forms with them, fill in the results and provide them to each participant after they complete their screening







What if there are issues during the event?



Walk-in Policy

- We do not recommend walk-ins and ask that everyone signs up for their appointment in Quest's Scheduling Tool
- If a participant does wish to screen as a walk-in, they will take 2nd priority to those signed up
- If someone arrives earlier than their scheduled appointment (more than 10 minutes before), they may be asked to return at their scheduled appointment time
- Any participant who is a walk-in MUST bring their medical ID card to ensure we are screening only those who are eligible





Patient Service Center - Participant Experience

- Participants will visit the PSC where they scheduled their appointment.
- They will check in on the tablet provided at the registration desk.
- The provider will escort them to the exam room and then will proceed with the body measurements and blood collection.
 - Body measurements are completed before the Venipuncture Blood Draw (this will also now test for HbA1c)
 - Fasting is preferred, but non-fasting participants can still participate
- Participants are asked to sign off that they agree with the body measurements recorded for them.
 - Participants have the right to have their body measurements re-taken, but the last measurement will be used



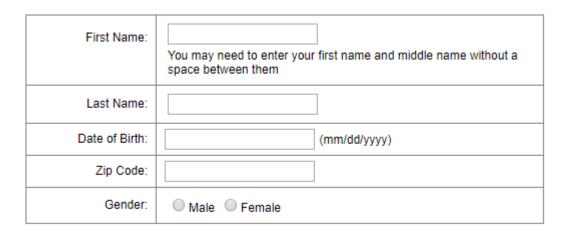
2023 Physician Screening Form

Participant Experience

- Participants access the 2023 Physician Screening Form link from <u>www.BeWellSHBP.com</u>
- Participants will log in using first name, last name, date of birth, zip code and gender
- Participants will check the box agreeing to Terms & Consent
- Four-page 2023 Physician Screening Form appears
 - Provider cover letter
 - Instruction page
 - Pre-populated physician screening form
 - Terms and Consent
- Participants take form to their physician and the physician completes biometrics and enters blood results from physical
- Participant or their physician will return the physician form (fax, mail or online submission) between 1/1/2023 and 11/30/2023
 - It is the participant's responsibility to ensure the form is received by Sharecare by November 30, 2023
- Form is processed and data is transmitted to Sharecare and loaded into the wellness portal
- Once the form is received, participants who provided their email address during the download process will receive an email notifying them either that their form was processed or there are issues with the form that need to be corrected and the corrected form needs to be resubmitted

2023 Physician Screening Form

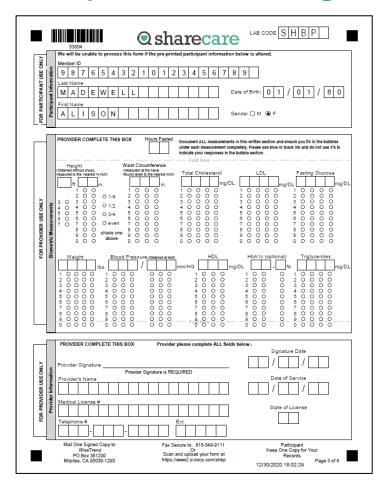
2023 Physician Screening Form Website



Submit

 All boxes must be filled in to ensure the form is processed. If any information is missing, the form will not process automatically. We will reach out and require that all boxes are filled in and resubmitted before processing the form.

2023 Physician Screening Form







Closing: Site Coordinator Survey

Site Coordinator Survey

At the end of each month, Site Coordinators who hosted an onsite event will receive a link to complete a Site Coordinator Survey

- This survey helps Sharecare to evaluate my job as your Event Specialist and allows us to provide process improvement recommendations for the following year.
- Please ensure you complete the survey within the required time frame, providing honest and accurate feedback, as this will ensure we continue to provide quality service for your program.

