# Screening Email 1 – Announce: Send as initial communication

### Subject line

Onsite screening at [location] booking. Reserve your spot now.

### Message

**An SHBP-sponsored onsite screening event is coming to [location] on [date]. Schedule your appointment.**

* Your screening is private and provided at no additional cost to you.
* It will give you a current view of your important health numbers (including blood sugar, hemoglobin a1c (HbA1c), cholesterol, blood pressure and BMI) and how they impact your overall well-being.
* Complete your RealAge™ Test and biometric screening to earn **120 points** for each activity (up to a total of 240 points).

**Follow the instructions below to schedule your appointment.**

* If you have not registered for the *Be Well SHBP®* well-being program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).
* If you have already registered for the *Be Well SHBP* well-being program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101)**.**
* Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side.
* Click on the “Programs” tile.
* Click on the “Health Screening” tile. This will redirect you to the Quest scheduler.
* Read the Terms and Conditions and click “Accept & Continue”.
* Read the consent language, click on “I accept” then click the “Continue” box.
* Confirm your personal information and mailing address are correct and click “Save”.
* To Schedule a screening at an onsite event. click on “Make an Appointment”.
* Search for and select desired location.
* Choose desired date & time.
* Review and confirm all information is correct.

Note: If you cannot attend an SHBP-sponsored onsite screening event, you can either:

* Download the [2024 Physician Screening Form](https://bewellshbp.com/PSFform), have it completed by your physician and return it by December 2, 2024. Members can directly fax it to 615-349-9111 or upload it to Sharecare.
* Visit a Quest Patient Service Center

#### Tell your spouse.

If you are married, encourage your covered spouse to schedule an appointment, too. If this location isn’t convenient for them, a list of other screening locations and dates can be found [here](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest). There may be a screening location closer to them. If your covered spouse cannot attend an SHBP-sponsored onsite screening event, they can either visit a [Quest Patient Service Center](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest) or download the [2024 Physician Screening Form](https://bewellshbp.com/PSFform), have it completed by their physician and return it by December 2, 2024. Members can directly fax or upload it to Sharecare.

#### Questions?

View the [2024 *Be Well SHBP* Program Overview Flyer](https://bewellshbp.com/wp-content/uploads/2023/11/SHBP-2024-Benefits-Overview-Flyer-v2_11.4.23.pdf) or contact the Site Coordinator for this screening location, [Name], at [contact info].

# Screening Email 2 – Reminder: Send 2 weeks after first email

### Subject line

Schedule your screening appointment now.

### Message

**An SHBP-sponsored onsite screening event at [location name] is being held on [date]. Appointments fill up fast. Schedule yours now.**

An SHBP-sponsored screening event for [location] is scheduled for [date/time]. If you haven’t made your appointment yet, you can do so by following the steps below:

1. If you have not registered for the *Be Well SHBP*® well-being program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).

2. If you have already registered for the *Be Well SHBP* well-being program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101).

3. Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side of the page.

4. Click on the “Programs” tile.

5. Click on the “Health Screening” tile. This will redirect you to the Quest scheduler

6. Read the Terms and Conditions and click “Accept & Continue”.

7. Read the consent language, click on “I accept” then click the “Continue” box.

8. Confirm your personal information and mailing address is correct and click “Save”.

9. To schedule at an onsite event, click on “Make an Appointment”.

10. Search for and select a desired location.

11. Choose desired date and time.

12. Review and confirm all information is correct.

* + Your screening is private and provided at no additional cost to you.
	+ You get a personalized report highlighting your results from the screening.
	+ You get a detailed explanation of what your numbers mean and the healthy target ranges.
	+ Complete your RealAge™ Test and biometric screening to earn **120 points** for each activity (for a total of 240 points)**.**

**Don’t delay.**

The last day you will be able to schedule an appointment for this screening event is [lockdown date]. Appointments fill up fast so schedule your appointment soon.

**Note**: If you cannot attend an SHBP-sponsored onsite screening event, you can either:

* Download the [2024 Physician Screening Form](https://bewellshbp.com/PSFform), have it completed by your physician and return it by December 2, 2024. Members can directly fax it to 615-349-9111 or upload it to Sharecare.
* [Visit a Quest Patient Service Center](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest)

#### Tell your spouse.

If you are married, encourage your covered spouse to schedule an appointment, too. If this location isn’t convenient for them, a list of other screening locations and dates available is can be found [here](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest). There may be a screening closer to them. If your covered spouse cannot attend an SHBP-sponsored onsite screening event, they can also download the [2024 Physician Screening Form](https://bewellshbp.com/PSFform), have it completed by their physician and return it by December 2, 2024. Members can directly fax or upload it to Sharecare.

#### Questions?

View the [2024 Be Well SHBP Program Overview Flyer](https://bewellshbp.com/wp-content/uploads/2021/12/SHBP-2022-Benefits-Overview-Flyer.pdf) or contact the onsite coordinator for this screening location, [Name], at [contact info].

# Screening Email 3 – Last Chance: Send on lock-down date

### Subject line

Last chance for appointments.

### Message

**TODAY is the last day to schedule an appointment for the SHBP-sponsored onsite screening event to be held on [date] at [location name].**

If you haven’t scheduled your biometric screening appointment yet, you still have a chance to schedule an appointment for this upcoming screening. However, after today, no additional appointments can be made.

**Follow the instructions below to schedule your appointment**

* + 1. If you have not registered for the *Be Well SHBP*® well-being program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).
		2. If you have already registered for the *Be Well SHBP*® well-being program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101).
		3. Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side of the page.
		4. Click on the “Programs” tile.
		5. Click on the “Health Screening” tile. This will redirect you to the Quest scheduler
		6. Read the Terms and Conditions and click “Accept & Continue”.
		7. Read the consent language, click on “I accept” then click the “Continue” box.
		8. Confirm your personal information and mailing address is correct and click “Save”.
		9. To schedule at an onsite event, click on “Make an Appointment”.
		10. Search for and select a desired location.
		11. Choose desired date and time.
		12. Review and confirm all information is correct.

 As a reminder:

* Your screening will be private, and is offered at no additional cost to you.
* You will receive **120 points** for each activity when you complete your screening and RealAge™ Test (for a total of 240 points).
* Your covered spouse may participate and receive points.
* If you are unable to attend an SHBP-sponsored onsite screening event you can either
* Download the [2024 Physician Screening Form](https://bewellshbp.com/PSFform), have it completed by your physician and return it by December 2, 2024. Members can directly fax it to 615-349-9111 or upload it to Sharecare.
* [Visit a Quest Patient Service Center](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest)

#### Questions?

View the [2024 Be Well SHBP Program Overview Flyer](https://bewellshbp.com/wp-content/uploads/2021/12/SHBP-2022-Benefits-Overview-Flyer.pdf) or contact the Site Coordinator for this screening location, [Name], at [contact info].

# Screening Email 4 – Prep: Send the day before screening

### Subject line

Important screening preparation

### Message

**Want the most accurate results? Prepare for your screening the right way.**

Thank you for signing up for an SHBP-sponsored onsite screening event. To get the most accurate results, it’s important to follow a few simple steps in advance.

* 1. **FASTING:** Although not required, we recommend for the best results that you do not eat or drink anything except water for at least nine (9) hours before your screening appointment. (If you have a health condition, such as diabetes or pregnancy, or any other medical concerns, consult a doctor before fasting.) Failure to properly fast may result in inaccurate blood test results.
	2. **HYDRATING:** Drink plenty of water, which makes it easier to give a sample of your

blood.

* 1. **MEDICATION**: Continue taking medication as prescribed the day of your screening. (Follow your doctor’s instructions for taking your medications, including taking them with food if necessary.)
	2. **ARRIVAL**: Please arrive 5 minutes early to register. The screening process will be

complete in about 20 minutes.

#### Questions?

Please contact the onsite coordinator for this screening location, [Name], at [contact info].

# Screening Email 5 – Cancel: Send in case of event cancellation

### Subject line

Screening canceled. Other options available.

### Message

**The SHBP-sponsored onsite screening event at [location] on [date] has been canceled.**

Thank you for signing up for a screening appointment at an SHBP-sponsored onsite screening event. Unfortunately, due to low participation, the onsite screening event you are scheduled to attend at [location/day/time] has been canceled. We apologize for the inconvenience.

#### Still want to have a screening?

* You may schedule a new screening appointment [here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-re-da-00-biometricpage-01012022). A complete list of all upcoming locations and dates is also available on this webpage.
* You also have the option to complete a screening with your personal physician using the [2024 Physician Screening Form](https://www2.d-docs.com/SHBP/Login.aspx?ReturnUrl=%2fSHBP), have it completed by your physician and return it by December 2, 2024. Members can directly fax it 615-349-9111 or upload it to Sharecare. For more information about this option, visit [*Be Well SHBP*](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest).
* [Visit a Quest Patient Service Center](https://bewellshbp.com/biometric-screenings/#GetScreenedByQuest)

#### Questions?

View the [2024 *Be Well SHBP* Program Overview Flyer](https://bewellshbp.com/wp-content/uploads/2021/12/SHBP-2022-Benefits-Overview-Flyer.pdf) or contact the Site Coordinator for this screening location, [Name], at [contact info].