



# SCREENING PREPARATION CHECKLIST



**Be Well SHBP®**

**BeWellSHBP.com**  
**888-616-6411**

## Helpful Notes & Reminders:

- ✓ Quest will call you 24-48 hours before the event to confirm last minute details.
- ✓ Remind your members to complete the RealAge® Test at BeWellSHBP.com if they have not done so already.
- ✓ You do NOT need a 2025 Physician Screening Form for onsite biometric screenings.
- ✓ 2025 onsite screenings are open to all SHBP members and covered spouses who are enrolled in Anthem Blue Cross and Blue Shield and UnitedHealthcare, non-Medicare Advantage Plan Options.

## TO DO BEFORE SCREENING:

- Read through Participant Safety Guidelines
- Promote registration for SHBP-sponsored screening event to colleagues
- Put up directional signage & screening posters
- Arrive 1 hour before the screening start time to greet the Quest event team and direct them to the screening area

## DAY OF ITEM CHECKLIST:

- Screening sign-in sheet (Print screening sign-in sheet & provide to Quest team before event)
- Blue or black ink pens

### *Items required per examiner:*

- 1 table
- 2 chairs
- 1 trashcan

## SCREENING QUESTIONS OR CONCERNS?

Email [BeWellSHBP.events@sharecare.com](mailto:BeWellSHBP.events@sharecare.com)