



Biometric Screening Events: Overview & Implementation Guide

In this guide

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- **Registration Modalities**
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Onsite Biometric Screening Events: The Basics

Standard Package: Non-fasting* Fingerstick

Includes:

- Height
- Weight
- BMI
- Waist Circumference
- Blood Pressure
- Total Cholesterol
- HDL
- Glucose

* LDL and Triglycerides included with fasting orders





Eligibility and Pricing

- Blue KC subscribers and spouses covered by group medical insurance
- \$45/participant for standard package
 - Billable through claims if min. order of 50 met
 - Non-members can be included at same charge (invoiced)
- Venipuncture and other testing options available for additional fees

Planning Information

- Official group name and number
- Event location address
- Contact information per location (if different)
- Minimum # expected to complete onsite screening per location
- Event start time
- *Events on weekends, holidays and 7p-7a time will incur additional fees*

Planning for Onsite Biometric Screenings

-  **Six week's notice required to reserve event dates**
-  **Each event requires minimum of four hours**
-  **Minimum of 20 participants needed to hold screening**
-  **Changes or cancellations cannot be made within 10 calendar days of event without a fee**

System Requirements

In order to help ensure proper delivery of emails and easy access to the registration site, please have your IT System Administrator whitelist the following:

URLs

bluekc.healthmine.com
<https://sso.healthinsight.com>
<https://scheduler.ehealthscreenings.com/SSO>

Email domains

@healthmine.com
service@ehealthscreenings.com
@mailgun.ehealthscreenings.com

Please note, these are not active websites; they are required to ensure downloads and emails are able to pass through your security firewalls and allow the Single Sign-On (SSO) gateway to complete.

Registration Options



AHY Portal

- Members can view open events and register directly or download and print their Physician Screening Form



AHY App

- Members can view and register for open events
- Members can interact with all other aspects of the portal



Manual

- Employers have the ability to use a document register participants for an event
- A form is provided to track appointments and is due to AHY **10 calendar days** prior to the event



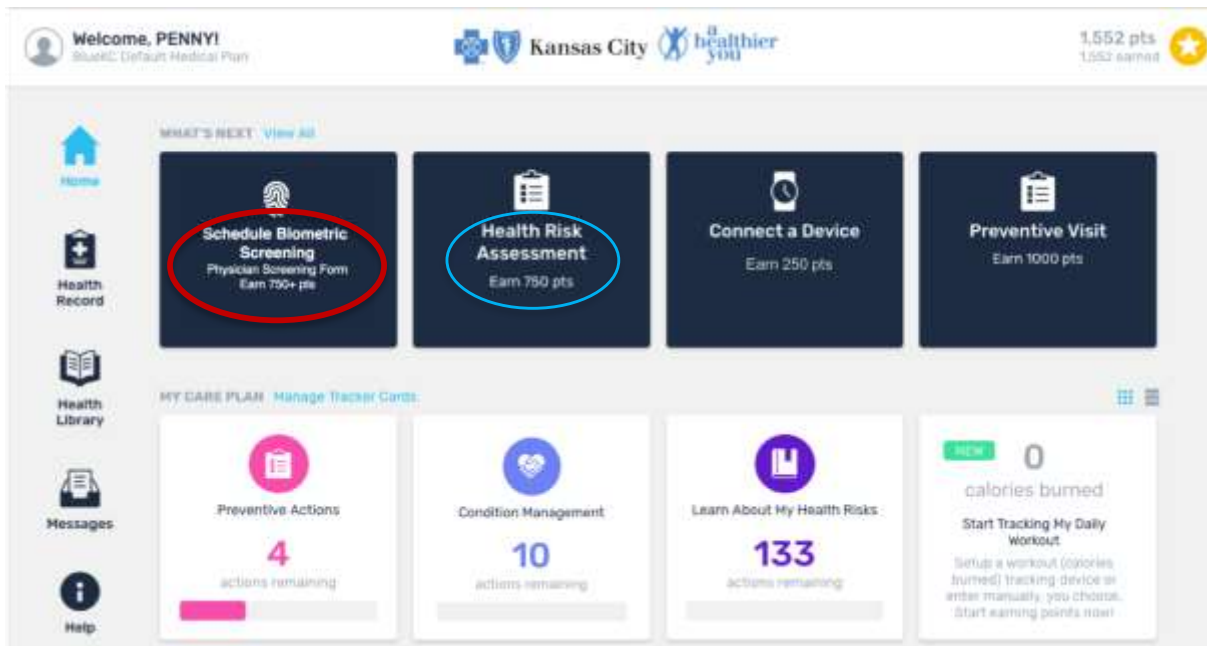
Telephonic

- Participants can contact eHealthScreenings Customer Service at (888) 708-8807, opt. 1
- Non-Blue KC insured participants must register telephonically

AHY Portal Registration

Scheduling an onsite Biometric Screening OR downloading the Physician Screening Form is accessible through the top banner card on the AHY home page

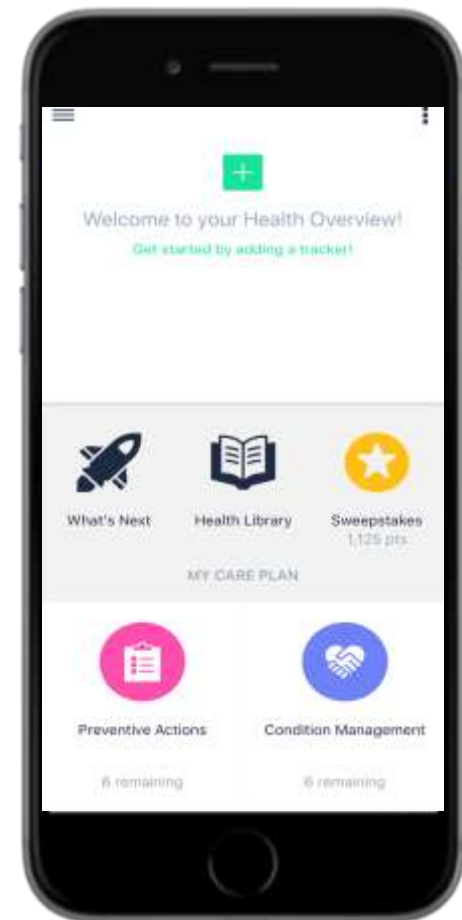
- *The Health Risk Assessment is also easily available within the banner card at the top of the AHY home page*



AHY Mobile App Registration

Download the *Blue KC A Healthier You* app from Healthmine Services, Inc.

- Available to Blue KC subscribers and spouses
- Blue KC Member ID card information is required to register on the app
 - Individuals will need to register as a new user through the app since it is not affiliated with Blue KC website login information.
- App experience is interchangeable with online portal



Registration Monitoring

- **Track appointment signups!** As an administrator, you can check the registration progress of your event by logging into the admin section of the online administrative tool.
- **Registration Reporting:** The Sign-up Report has two different options:
 1. Access the daily appointment schedules signed up for your facility event(s).
 2. View the participation percentages of all events in the system.
 - Please ask your Health Event Specialist for details

Appointment Confirmation



Once registration is completed, participants receive a secure confirmation email that contains information for their scheduled appointment including various references to the confirmation number.

Additionally, participants will receive a reminder email the day before their scheduled appointment which will include the confirmation number.

Physician Screening Form

CRITERIA AND INSTRUCTIONS

Authorization to Release Biometric Screening Information

To participate in A Healthier You Physician Screening program, you and your health care provider must complete this entire form. If any items are left blank or unsigned by your health care provider, this form will be considered incomplete.

Please submit your completed Physician Screening Form using one of the following methods:

- Email: AHYscreening@ehealthscreenings.com
- Fax: 210-899-1227
- Upload Document:
 From the A Healthier You home page, click on the "Biometric Screenings" card
 Then the click "Physician Screening"
 In the new window, select "Upload Form" button

**You will receive an email within 48 hours to confirm receipt of your form. If you do not receive a confirmation email, please contact eHealth Screenings at 888-708-2207 or send an email AHYscreening@ehealthscreenings.com.

Section A | PARTICIPANT INFORMATION

First Name:	Last Name:
Sex:	DOB: (mm/dd/yyyy): ____/____/____
Phone:	Email:
Participant Signature:	Date:

Section B | PROVIDER/TESTING FACILITY INFORMATION

Provider Name:	Phone:
Provider Signature:	Test Date:

Section C | BIOMETRIC AND LAB RESULTS

Blood Pressure		Body Measurements <small>Must be collected value and will be available in your final report from eHealthScreenings.</small>			Fasting Status <input type="checkbox"/> Yes, I fasted 2 or more hours <input type="checkbox"/> No, I did not fast 2 or more hours
Systolic: <small>(mmHg)</small>	Diastolic: <small>(mmHg)</small>	Height: <small>(inches)</small>	Weight: <small>(lbs)</small>	Waist: <small>(inches)</small>	
Blood Testing Results					
Total Cholesterol: <small>(mg/dl)</small>	LDL Cholesterol: <small>(mg/dl)</small>	HDL Cholesterol: <small>(mg/dl)</small>	Tiglyceides: <small>(mg/dl)</small>	Glucose: <small>(mg/dl)</small>	

Available in conjunction with onsite event request

- \$12 per form fee if offered as stand-alone service
- Blank forms cannot be distributed

Members must:

- Complete all fields and sign online consent
- Obtain physician's signature on form

Once form has been submitted:

- Members will receive a confirmation email that their form has been processed OR additional info is needed.
- Monthly reminder emails are issued to collect any missing information.

Screening Event Day

Day before

Registration will remain open until one hour before screening start. You can view your current appointment sign-ups real time on your Admin Site at any time. Instructions will be provided.

- The day before the event, you will receive an email with the current appointment registration, final information on the onsite staff lead, contact information, arrival time and set up needs.
- The screening event team will have the final list of registrations at the event.

Day of

Event staff will arrive 45-60 minutes before event start time. Participants will check in and will be directed to an available technician.

- Please have participants arrive no more than 5-10 minutes prior to their scheduled screening time; this shortens wait times, time away from work and assists with event flow. Those without a scheduled appointment will be accommodated based on the schedule.
- Please encourage members to bring their **most recent** insurance card. This will expedite check-in for walk-in participants.

After event

Once the participant's screening is finished, they will be given a copy of their results and asked to complete a satisfaction survey.

Members who miss their appointment will need to call eHealth Screenings at 888-708-8807 to reschedule (if other events are available) or request a Physician Screening Form.

Following the Screenings

Results



Results will be posted on member portals within 7-10 business days following the event. Members can check the blue banner card at the top of their portal for confirmation.

Points



Points are awarded when member results are posted. Members earn points for completing the screening and for biometric outcomes, when applicable.

Reporting



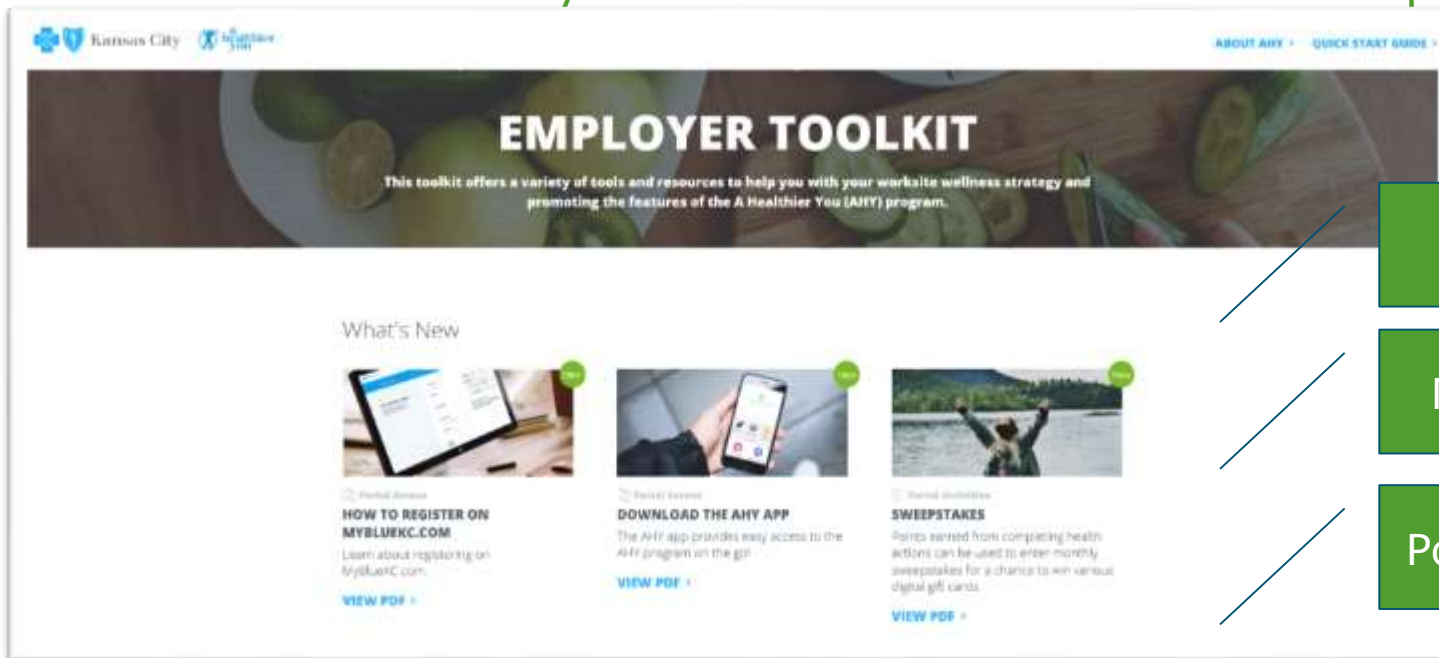
A member of the AHY team will be in touch with you to provide participation reporting, if requested.

A Healthier You Program Support



Bookmark the A Healthier You Employer Toolkit:
BlueKC.com/AHYToolkit

All the tools you need for a successful wellness program.



Promotional Materials

Member Flyers

Portal Video Tour



**Questions? Email
AHY@bluekc.com**