

Biometric Screening Event Implementation

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PLANNING YOUR EVENT

- 1. Eligibility:** Individual subscribers and spouses covered by Blue KC group medical insurance are eligible to participate in the onsite event.
- 2. Scheduling Policy:** A minimum notice of six (6) weeks is required prior to a booked screening event. Booked screenings with less than 6 weeks advanced notice will be considered on a case by case basis and will depend on staff availability.
- 3. Participation Policy / Adjustments to Estimated Participation:** A minimum participation of twenty (20) participants per event is required, and client will be responsible for at least this number. Supplies and staffing are provided for the minimum number established plus an additional 20%. Client can adjust projected minimums prior to 10 calendar days before the scheduled screening event.
- 4. To begin planning for your onsite event, the following information is required:**
 - Group Name
 - Event Location Address
 - Contact information per location
 - Minimum number expected to complete onsite screening per location
 - Event Start Time
- 5. Cancellation policy:** If Client cancels a booked screening inside 10 calendar days of the scheduled event, Client will be responsible for reimbursing Blue KC 100% of the charges and expenses payable to Blue KC for such booked screening.
- 6. Event Duration Policy:** Standard events require a minimum of four (4) hours of screening time, excluding setup and breakdown times. If less than four (4) hours is requested by the client, additional fees may apply. If client requests event hours or staffing additions outside of the recommended structure, additional fees may apply.
- 7. Split Shifts:** Two events on the same day and location separated by an amount of time greater than one (1) hour is treated as detached events with each holding to the respective event minimum of 20 Participants.
- 8. Premium Hours:** Booked screening events on weekends, federal holidays, and between the hours of 7pm and 7am, will be subject to an additional fee billed to client.
- 9. Non-Blue KC Group Medical Plan Participants:** Client will be invoiced \$45 per participant for individuals not active on the Blue KC group medical plan on the date of the event attended. If client allows walk-ins on the day of the event, we recommend participants bring their most recent Blue KC member ID card to show proof of insurance otherwise, they may be counted as a non-member and a direct invoice will be issued. Screening staff will do their best to verify eligibility of walk-ins, but the best guarantee will be members presenting their ID card.

***Standard non-fasting finger stick package:** Total cholesterol, HDL, glucose, blood pressure, height, weight, waist circumference, and BMI.



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ONSITE EVENT OR PHYSICIAN SCREENING FORM REGISTRATION OPTIONS

Participants have multiple options to register for an onsite screening appointment or access the Physician Screening Form.

- **Online Registration:** Blue KC members can access the A Healthier You portal through www.MyBlueKC.com
 - Google Chrome is recommended to access the AHY portal.
 - Blue KC members will be required to answer initial registration questions when accessing the AHY portal for the first time.
 - > These questions are separate from the Health Risk Assessment.
- **A Healthier You App Registration:** Blue KC subscribers and spouses can download the “Blue KC A Healthier You” app from the Google Play store or Apple store.
 - Individuals will need to register as a new user through the app since it is not linked to their MyBlueKC.com login information.
 - Blue KC Member ID card information is required to register on the app.
- **Manual Registration:** Employers can register members manually for the onsite event.
 - A form is provided to track appointments with the following specifications:
 - > Only one name per line, **including the members’ month and day of birth.**

Once registration is completed, members will receive a confirmation email as well as a reminder email 24 hours in advance of their scheduled appointment. Registration will remain open until 3pm the business day before the event. Participants who wish to schedule time for a screening after this cutoff should plan to walk in to the event.

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 email address and URLs:

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

**** Please note that 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.**

PHYSICIAN SCREENING FORM

Members can access the Physician Screening Form by following the same registration steps listed above.

To submit a completed form:

- Members must complete all fields
- Members must obtain their physician’s signature on the form
- Members must submit signed consent

Automatic confirmation emails will be issued to the member within 48 hours to confirm receipt of a completed form and any required necessary



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documentation. If individuals DO NOT receive an email confirmation, they should contact eHealth Screenings at (888) 708-8807, option 1, or AHYscreening@ehealthscreenings.com.

- If the form is missing information that requires action from the member, an email will be sent to the member highlighting the missing information and requesting the member resubmit.
 - Monthly reminder emails will be sent until the program deadline to the members to obtain the missing information. Once the wellness program year ends, any individuals who have not submitted missing information will be closed out as incomplete.

Blank forms cannot be distributed. By registering for their form online, members electronically sign a consent that allows their results to be posted to their AHY portal. This process should not be bypassed because if a member's consent is not signed and received, their form will not be processed.

MONITOR REGISTRATION

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. You will be provided your group-specific login information and instructions by your Health Event Specialist.

DAY OF EVENT

1. Your AHY Health Event Specialist will continue to send you registration updates prior to your scheduled event.
2. As the scheduled event date approaches, AHY will provide confirmation of onsite screening staff, set-up times, number of table and chairs needed, and tracking information if supplies are being shipped to any location.
3. The day before the event you will receive the sign-up sheet with the daily appointments. **The morning of the event, please print a copy of the daily appointment schedule for the Lead Screener.**
4. The Lead Screener will arrive 45-60 minutes prior to each event. A representative from your location must meet the technicians and show them to the appropriate screening room(s).
5. If you have chosen to allow walk-ins at your event, please communicate to employees that they will need to bring their **most recent** insurance card with them to the event. Doing so will ensure the individual completes the process and their data is correctly uploaded to the AHY portal.
6. If a member should miss their appointment, they will be required to call in to eHealthScreenings' Customer Service (888-708-8807, opt. 1) to reschedule. They may be instructed to walk in to a different event or access the Physician Screening Form if there are no remaining events.
7. Once the screening event is finished, technicians will pack up everything they brought with them, including the completed participant surveys, clean their areas and remove all waste. The Lead Screener will alert you when they are leaving the premises.

GETTING THE BEST PARTICIPANT EXPERIENCE

1. 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.
2. Upon participants' arrival, they will check in with the registration person.
 - Encourage participants to bring their confirmation number with them to expedite registration.



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- If the participant is not on the schedule, registration staff will determine their ability to work them into the schedule at that time or assign them a time to come back.

Following check-in, participants will be directed to a screening station as soon as one is available. Please note that the Health Risk Assessment (HRA) is no longer available to be completed at the onsite screening event. Members are encouraged to complete on their own via the portal or app.

PROGRAM DATA AND REPORTING

Please reference the [AHY Toolkit](#) for information on reporting available through the A Healthier You program.