



What to Expect at an Onsite Health Check

Materials

The vendor will bring all materials needed for your screening on the day of your event, i.e. screening forms, fact sheets, sign in sheet and pens.

Employer Set up

Please have tables, chairs and trash cans in the screening event room (with electricity) at least one (1) hour before screenings begin. The vendor will set up the room to handle the flow of your participants.

In order to prevent long waits for the screenings, the screening vendor will be in touch with you 30 days prior, 2 weeks prior and 48 hours prior to your event to answer questions and to gather registration numbers from you.

Screening Flow

The participant will:

- Check in at registration desk
- Sign a Health Screening permission form
- Receive screenings
- Receive education on screening results
- Take home a copy of their screenings results

Vendor Responsibilities

- Staff will arrive 1 hour prior to screenings
- Will e-mail and call to confirm directions, contact information and registration numbers
- Vendor provides all testing equipment, cords and medical supplies
- Disposes of all waste materials in accordance with all federal, state and local laws and regulations
- Adheres to age restriction for participants in the screenings, which is age 18 and over
- Staff will assist with the completion of the screening forms
- Educates participants, based on their specific screening results, by providing and reviewing the appropriate post-screening materials and information about disease management programs
- With the participant's consent, contacts the participant's physician or emergency services when deemed necessary due to screening results. *While rare, there are occasions when an individual's results warrant an immediate referral.*

Note: Please let us know if the staff will need to allow additional time due to security or parking issues.

Health and Preventive Onsite Services

Health Screenings

Standard Base Package Screenings include:

- Blood Pressure
- Body Mass Index (BMI)
- Diabetes Risk Assessment and Glucose Finger Stick
- Total/HDL cholesterol

Blood Pressure

A resting blood pressure will be taken; either manually or with an electronic blood pressure cuff

Body Mass Index (BMI)

The Body Mass Index is the relationship between a person's height and weight. Body Mass Index is one barometer used to determine when extra pounds translate into health risks. Body Mass Index does not directly measure percent of body fat, although higher BMI's are usually associated with an increase in body fat, and thus excess weight.

Diabetes Risk Assessment

The diabetes risk assessment, a paper-based tool, which was developed by the American Diabetes Association, is currently recommended as the best way to test an individual for diabetes *risk*. It is also recommended by the Centers for Disease Control and Prevention, the National Institutes of Health and the Virginia Diabetes Council as the best tool to use in a community-based setting. We are also using a glucose finger stick as an additional assessment.

Cholesterol Screening

CommonHealth provides the total/HDL cholesterol test for the following reasons:

- Measurement of total cholesterol and HDL levels are generally accurate in a non-fasting situation
- Total and HDL level measurement requires only a finger-stick; no blood draw is necessary
- Total and HDL results can be determined onsite, allowing for on- the- spot counseling
- If an individual's total cholesterol is high or HDL is low---elevated risk, we would recommend a full lipid panel be scheduled through the individual's physician, who can order it for a time when the employee can fast prior to the blood draw.

Note: Screening services are intended to identify risk, not to provide a clinical diagnosis of a health condition.

CommonHealth uses a standard screenings package because these tests...

- Capture risk status of a number of chronic/modifiable conditions, including hypertension, obesity, diabetes and high blood cholesterol
- Cross into modifiable risk factors for a number of chronic diseases
- Are evidence-based as valid in a non-clinical setting
- **Do not require the participant to fast**
- Take approximately 18 minutes per participant

Education

All participants receive personalized education about their screening results and the associated risk level. Targeted handouts on the following topics are available:

- Blood Pressure
- Body Mass Index
- Diabetes Risk
- Diabetes
- Cholesterol

Each participant will receive the results of their screenings before they leave. Participants identified with elevated risk are advised to visit their doctor to discuss this risk.

Employer's Role

- Have room (with electricity) available with tables, chairs & trash cans at least 1 hour prior to event start time.
- In order to protect the privacy of those screened, **employers should not handle the acknowledgement forms, as they do contain protected health information (PHI)**
- If a vendor representative is not onsite at the end of the health screening, it is possible that the health-screening provider may ask the employer to validate/sign a timesheet. We ask that you please sign these to ensure accuracy of time worked that will be reported back to the vendor's management. You will not be responsible for faxing and/or mailing the time sheets.