How to Conduct a Biometric Screening Event:

1. Determine best time of year to offer screenings at your worksite. May be dependent upon:
   - Busy seasons versus lighter workload periods
   - Open enrollment period if connecting to new available benefits or insurance premium incentive
   - Wellness program year – kick off of new program year
   - Fiscal year

2. Determine who will be eligible to participate in screenings. Consider:
   - Full time and Part time employees; contract employees
   - All employees versus only those covered on health plan
   - Spouses and dependents on health plan

3. Determine appropriate days and times to request screenings. Consider:
   - Shift workers
   - Fasting tests are preferable
   - Hours if including spouse/dependents

4. Contact screening providers in your community to determine what will best fit your needs. Questions to ask:
   - Contact your health insurance provider to see if on-site screenings will be covered for plan participants
   - Cost of screenings – what is included (aggregate reporting, results-based coaching, health assessments, etc)
   - Types of screenings that can be offered (A1c only, Basic Lipid Panel, inclusion of other biometric values, etc)
   - Responsibilities of provider versus worksite
   - Ability to meet needs for days/times to offer event

Additional Considerations:

1. If providing food after screening, food should be healthy to support the message of health and well-being that you are conveying by offering the screening
   - Fruit
   - Breakfast bars (whole-grain and low in added sugar)
   - Cheese stick
   - Yogurt

2. Determine in advance if screenings will be provided to employees on company time or if they will need to be clocked out while getting their screening – communicate when promoting screening event
3. Environment where screening will be provided
   - Privacy
   - Noise
   - Convenience for employees