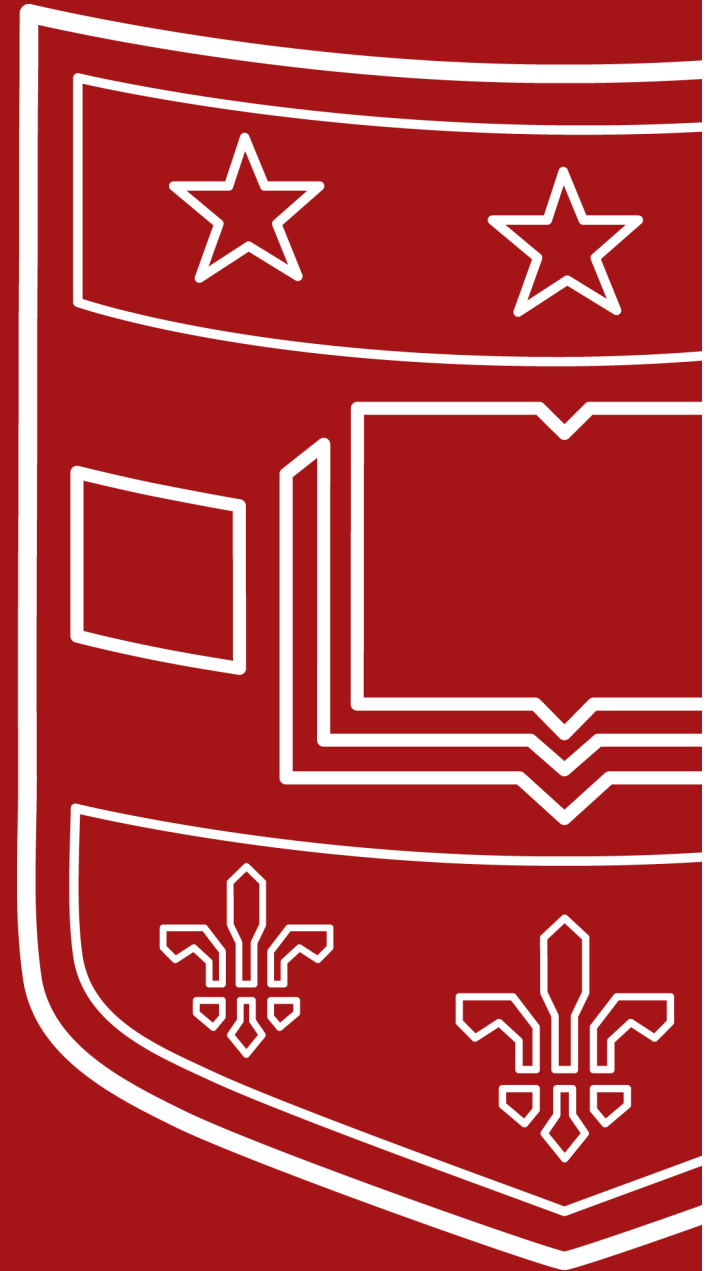


Host a Dedicated Screening: Wellness Champion Toolkit

Nikki Hafner, MPA
Wellness Program Lead





Get recommended
health screenings
and immunizations.

8IGHTWAYS
to Wellness

Seeing your medical provider for recommended health screenings and immunizations is one of the 8IGHT WAYS to Wellness for WashU employees.

Annual health screenings are a key program of the Wellness Connection initiative:

- Screenings promote health and detect disease early.
- Knowing your numbers empowers you to make informed decisions about your health.



Know Your Numbers



Wellness Connection provides FREE onsite screenings for benefits-eligible WashU employees AND a \$50 prepaid VISA card to participants.



Onsite screenings include:

- A1C (blood glucose)
- Blood Pressure
- Total Cholesterol (HDL, TC/HDL ratio)
- Height, Weight, BMI
- Waist Circumference



Know Your Numbers



I know my numbers, now what?

A Wellness Connection team member(s) will be available at each event to talk with participants about what their numbers mean and what actions they can take, including:

- [MyWay to Health](#)
- [WUCare Primary Care Clinic](#)
- [Nurse Advocate](#)



Know Your Numbers



These onsite screenings take place in the form of general sessions (*available to all WU benefits-eligible employees*) and dedicated screenings (*hosted by Champions for their workgroups*).

General screening events are available on the Danforth and School of Medicine Campuses in the following locations:

- MyWay to Health demo kitchen in the MCC, WUSM
- Eric P. Newman Education Center (EPNEC), WUSM
- Umrath Hall, Danforth

If these locations are not convenient for your workgroup, Wellness Connection can work with you to host a screening event in your space, dedicated to your department.



Know Your Numbers



Offsite Screening Options

1. **Physician Form:** must be completed by Primary Care Physician and emailed / faxed to Health Advocate by your physician's office.
 - a) Look back period of 18 months. You must have seen your physician between July 1, 2020 and November 30, 2022.

2. **Lab Form:** request an appointment at your local LabCorp location through the Health Advocate platform.
 - a) Must be completed by November 30, 2022

****If you are uncomfortable or unable to complete testing at an onsite or offsite option, home test kits are available to order. To order, call Health Advocate Member Services at 800-970-1263.***



Role of a Champion

We need your assistance to find additional spaces and make it easier for employees to participate in this vital program. Champions can help us reach new areas of campus and pockets of employees by hosting a dedicated screening event.

Key Screening Hosts Responsibilities

- Setup Logistics: Find a space, date & time that is convenient for your team.
- Event Promotion: Advance communications and signage day of.
- Be present the day of the event.



Role of a Champion

TIMELINE CHECKLIST

8+ Weeks Prior to Event

Our screening vendor requires at least 8 weeks of lead time to staff an event.

- ✓ Submit [request form](#) to host a dedicated screening, including logistical information, such as:
 - Preferred date and time
 - Building name & address
 - Location within building

REMEMBER that this program is voluntary and results are confidential. Avoid coercive language when encouraging people to attend and respect the private nature of their test results.



Role of a Champion

TIMELINE CHECKLIST

6 Weeks Prior to Event

- ✓ Communicate the event and registration options to your colleagues.
 - See [communication template slide](#) for email & flyer samples.
- ✓ Remind your colleagues:
 - Testing and results are private and HIPAA compliant.
 - Scheduling an appointment is encouraged; limited walk-in spots are available at each event.
 - Employees should communicate with their supervisor about the best time to participate in a screening.
 - Supervisors are highly encouraged to give their employees time during the workday to complete their screening.



Role of a Champion



TIMELINE CHECKLIST

Day of Event

- ✓ Provide building access to Wellness Connection & vendor.
- ✓ Post directional signage to room.
 - Are walk-ins allowed vs. appointment only?
- ✓ Rally the troops! Remind colleagues of event, encourage them to attend.
- ✓ Be available to answer questions and be visible in your role as a Champion.



Role of a Champion

LAYOUT GUIDELINES

- The screening vendor is responsible for bringing all testing equipment and privacy screens.
- The screening vendor arrives 1-1½ hours prior to the start time, in order to set up the room.
- Registration table can be set up directly outside of the screening room if needed and if space allows.




Role of a Champion



COMMUNICATION TEMPLATES

Email

Subject: **DFMD After Hours Shift** Employee Screening- Sign Up Now!



Wellness Connection
HUMAN RESOURCES AT WASHINGTON UNIVERSITY

KNOW YOUR NUMBERS, EARN A \$50 VISA GIFT CARD

Did you know that as WashU employees, we can participate in onsite screenings to learn our numbers AND walk away with a \$50 Visa gift card?

As a Wellness Connection Champion, I'm working directly with Wellness Connection to **host two onsite screenings** dedicated to our department that will fit your schedule, making it easier for you to participate:

- Thursday, August 22nd from 2:00 – 7:00 AM in MCC room 1404, OR
- Thursday, August 29th from 3:00-8:00 PM in MCC room 1404

Registration is now open!

[Click here to schedule your appointment](#)

Select the "MCC-DFMD After Hours Shifts Only" event that works best for you

Screenings are offered for FREE to benefits-eligible WashU employees, and include the following:


- Total Cholesterol, HDL, TG/HDL ratio, Glucose, A1C (finger-stick testing only)
- Height, Weight, Waist Circumference, BMI, Blood Pressure

Screenings now include the A1C test, which shows your average level of blood sugar over the past 2-3 months.

All screenings are offered for FREE for benefits-eligible WashU employees. Only you will receive your personal results, which you will review onsite. No one else at WashU or your insurance company will see your results.

This is a great opportunity to earn \$50 for learning our numbers and taking action to maintain or improve our health. I encourage you to schedule your appointment today and reach out to me with any questions.

Flyer



Wellness Connection
HUMAN RESOURCES AT WASHINGTON UNIVERSITY

KNOW YOUR NUMBERS, EARN A \$50 VISA GIFT CARD

Did you know that as WashU employees, we can participate in onsite screenings to learn our numbers AND walk away with a \$50 Visa gift card?

DFMD has two after-hours events dedicated for us:

- Thursday, August 22nd from 2:00 – 7:00 AM in MCC room 1404, OR
- Thursday, August 29th from 3:00-8:00 PM in MCC room 1404

Registration is now open!

Schedule your appointment by telephone or online:

1. Telephone: Call xxx-xxx-xxxx between 7:00 AM – 5:00 PM
2. Online: log on to (website coming soon)

Screenings are offered for FREE to benefits-eligible WashU employees, and include the following:

- Total Cholesterol, HDL, TG/HDL ratio, Glucose, A1C (finger-stick testing only)
- Height, Weight, Waist Circumference, BMI, Blood Pressure

Screenings now include the A1C test (new this year!), which shows your average level of blood sugar over the past 2-3 months.

All screenings are offered for FREE for benefits-eligible WashU employees. Only you will receive your personal results, which you will review onsite. No one else at WashU or your insurance company will see your results.



What to Expect During the Screening

First Stop: Body Measurements

- Measurements taken behind a privacy screen
- Using a scale with height rod & tape measure, screener measures height, weight, and waist circumference

Second Stop: Screening Station

- Screener performs a finger stick blood draw to collect a sample.
- Next, blood pressure will be taken.
- No fasting is required.

Results are immediately recorded in your Personal Results Booklet.

Vendor COVID-19 Standards & Guidelines



- Health Advocate encourages using the largest space available, with separate entrance & exit areas, to allow for safe social distancing.
- All Health Advocate onsite staff must complete COVID-19 training on proper infection control and the use of PPE.
- Physical barriers and directional indicators are clearly marked to ensure social distancing.
- Frequent hand washing is encouraged. Time for station cleaning and hand washing is built into the appointment schedule.



Additional Resources

Wellness Connection team members

- Nikki Hafner, nikki.hafner@wustl.edu
- Lauren Buschhorn, lauren.buschhorn@wustl.edu

Wellness Champions

- [Chat](#) with fellow screening hosts in Microsoft Teams

Wellness Connection Website

- Annual Health Screening: hr.wustl.edu/wellness-connection/wellness-screening