



Health Risk Assessment – Scheduling, Screening & Reporting Process

Step One: Groundwork – Healics will work with the employer to:

- Determine screening dates, times and location(s).
- Determine the report delivery method – send the health risk reports to participants' homes or schedule individual report delivery for participants at the worksite?
- Develop the employer specification sheet and confirm all details for the screening.
- Sign the Healics Fee Agreement.
- Customize the HRA questionnaire, lab consent form and participant instructions.
- Aid in the design of the incentive program (for employee/spouse participation) if necessary.
- Customize communication pieces to announce the Health Risk Assessment (and incentive program) to employees.

Step Two: Scheduling & Coordination

- Examiners are scheduled approximately three to four weeks in advance of the screening.
- The work order and cover sheet (indicating examiner, date of screening and number of questionnaires enclosed) are provided via our online scheduling system to the examiner.
- Exam supplies are ordered and shipped to the on-site testing location or to the exam firm (per examiner request).
- Customized HRA forms are available to the employer (via our online scheduling system) two to three weeks prior to the screening for the employer to print and distribute to participants (according to the directions provided).
- Participants unable to attend the worksite screening can order an exam kit online at www.healics.com (the employer will decide if they want to offer this as an option as there is an additional cost involved).

Step Three: Data Collection

- Employees (spouses) will complete the HRA questionnaire and lab consent and bring completed forms to their screening.
- HRA participants are scheduled every 10 minutes if there is one examiner (6 per hour) or every 5 minutes if there are two examiners (12 per hour). A fee will be charged to the employer for gaps in the schedule or missed appointments.
- The examiner will collect biometric data and draw the participant's blood.
- The examiner will record the biometric data on the HRA questionnaire.
- The completed HRA questionnaires (with biometric data) and cover sheet are sent via a trackable method such as UPS to Healics for processing.
- The blood samples and completed/signed lab consent forms are sent to the lab for analysis.
- The lab results are electronically transferred to Healics and integrated into the participant's health risk report.

Step Four: Result Dissemination

- Approximately three weeks from the screening date, individual health reports are generated and mailed to the exam firm or worksite location (bulk) – for report delivery – or they are mailed directly to the participants' homes. Once a participant receives their report, he/she can log onto the Healics website to print additional copies of their report if needed.
- When all testing has been completed and reports have been delivered, an aggregate group report will be available on the Healics website at www.healics.com. A Healics representative can review the report in detail with the employer at the employer's request.
- When requested, a report can be sent to the employer indicating which participants met their incentive program requirements. This is done via upload to secure site or email.

Step Five: Action Plan – based on the aggregate group results, the employer may request from Healics:

- Help in implementing a plan of action for the organization (i.e.: lunch & learns, wellness programs, coaching programs - face to face, online, or telephonic).
- Claims analysis for the group to aid in determining ROI.