



WELLVIEW CHECKUPS

How it Works

All you need to know for your
upcoming Wellview Checkup Event.

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We designed our entire Checkup system with one goal in mind — to make the process simple for our Champions and our participants!

The next several pages will provide specific information on what to expect and how to prepare for an on-site Wellview Checkup Event.

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BEFORE THE CHECKUP

The below timeline outlines what the Champion should expect in the weeks leading up to their event.

45 days prior to event: Promo materials will be sent to the Champion's office. Display these in break rooms and throughout the office to promote the upcoming Wellview Checkup.

30 days prior to event: An invitation to sign up for a Wellview Checkup appointment and complete the online Health Assessment will be sent to all eligible employees.

14 days prior to event: The Champion will receive a call from the Wellview Concierge if engagement is low. At that time, a decision will be made if the Checkup should be rescheduled.

7 days prior to event: Champion will receive screening supplies from our partner, eHealth Screenings, including instructions on how to store the supplies.

1 day prior to event: The Wellview Health Advisor will give the Champion a call to confirm certain details, such as the address, room specifications, and set-up.

All necessary and pre-filled paperwork will be provided to the Champion via email. **Please print these documents for the event.**

PRE-CHECKUP PREPARATION

- 1. We recommend that separate rooms be provided for the Health Screening and Healthy Living Consult OR a large enough room to accommodate for both.** In this case, the more space between stations, the more private the two interactions will be. Ideally, there should be at least 8-10 feet between stations.
- 2. Provide one table and two chairs for every checkup station.** The number of stations needed depends on how many Wellview staff members will be working. The Health Advisor will provide this information when they call to confirm checkup event(s) one day prior.
- 3. Provide a waiting area for participants waiting for their appointment to begin.** This area would ideally have twice as many chairs as the number of Wellview staff working at the event.

DAY OF THE CHECKUP

1. **Pre-filled participant forms will be emailed to the Champion from the Health Advisor one day prior to the event** for any participants that have already scheduled an appointment. A sign-up list will also be included with the emailed paperwork.

Please print this paperwork for registration staff.

2. **Wellview staff and technicians from eHealth Screenings will arrive 45-60 minutes prior to the event.** The exact time will be communicated to the Champion when the Health Advisor calls to confirm checkup event(s) one day prior. The Champion or a representative from the location must be available to meet our staff.

3. **We suggest that participants arrive no more than 5-10 minutes prior to their scheduled appointment time.** This shortens wait times, time away from work, and the need for larger waiting rooms. Between the Health Screening and the Healthy Living Consult, each participant should only be away from their workstation for about 30 minutes from start to finish.

4. **At the time of their scheduled appointment, participants should check-in at the registration table.** The registration staff will check to see if they are on the sign-up list, they will verify the participant's information, and will give them their respective pre-filled forms.

If the participant is not on the schedule, registration staff will check if there are available appointment times. If there is still availability, the participant will need to log in at my.wellviewhealth.com to obtain their 8-digit participant ID, and then return to the check-in table to complete a blank form and sign the consent paperwork.

The participant can also schedule an appointment time on their Wellview Portal and print out their paperwork to bring back to the check-in table.

5. **Once the participant's Health Screening is finished, participants will be given a copy of their results.** Participants will then be instructed to go to their Healthy Living Consult. Here they will meet one-on-one with a Wellview Health Advisor and have the opportunity to ask questions and learn how to take advantage of the services available through Wellview.
6. **Once the event is finished, Wellview staff will pack up everything** they brought with them, clean their areas, and remove all waste. The team lead will alert the Champion when they are leaving.



We're here to help!

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