

10 tips for a successful biometric screening event

1 Get organized

Kaiser Permanente has provided you with customizable tools to assist you in managing your event.

2 Tell everyone

Promote the event as a “health screening” with our easy-to-use employee reminder email templates, flyer templates, registration information, and educational article.

3 Become an expert

To knowledgeably answer employee questions, refer to the informational article we provided or contact your event support team if you need more details.

4 Make it fun and rewarding

Hold a raffle for participants, have a theme, or add an incentive that rewards your employees and can help increase participation.

5 Create a champion

Use employee champions, like your CEO or wellness team members, to promote the event.

6 Provide a place

Each screener will need a table, two chairs, a wastebasket, and an electrical outlet. Depending on how many employees register for the event, more than one screener may attend. Space the screening stations 10 feet apart to allow for privacy. Ensure that the screening space is set up with a sign-in area, which requires two chairs and a small table.

7 Offer healthy snacks and water

For employees who have been fasting for a Value or Comprehensive screening, consider offering healthy snacks such as fruit, granola bars, or carrot sticks. Employees need to be well hydrated, so make sure you’ve got water on hand.

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8 Arrive early

Greet the event team one hour before the event time and show the screeners where to set up. Additional event staff will arrive 30 minutes before the start time. Let the event team know how to contact you during the event.

9 Stay on schedule

Ask employees to arrive a few minutes before their appointment time to complete the consent forms. Each appointment will take about 15 minutes.

10 Evaluate results

We will send you a survey to help you evaluate your results, and an aggregate report on the health of your employees. Determine how many employees attended the screening event and whether you met your participation goal. Consider how you can increase participation next year. Use the aggregate report to evaluate your employees' health needs and think about wellness resources that might help you avoid health problems—and costs—down the road.

Remember that a health screening event is most effective as part of a comprehensive worksite wellness program. Kaiser Permanente is available to work with you to enhance your strategies for optimal results. Contact your producer or account manager for more information.