

# Hawaii Employer Union Health Benefits Trust Fund

## 2022 Worksite Wellness Program

### HMSA Biometric Screening Program



Program Component: HMSA Biometric Screening Program

#### Background:

- The biometric screening program can be implemented once a year at each employer worksite.
- Employer worksites include: Oahu and extends to Kauai, Maui, and Hawaii Island but is subject to change based on changes to Hawaii State travel guidelines by county and or COVID restrictions.
- There is no charge for the screening program; this program is included in the EUTF HMSA medical plan benefits.
- The biometric screening program is provided to HMSA enrolled members.

The screening tests are performed by a third-party vendor contracted by HMSA. HMSA coordinates the program with this vendor.

#### Qualification information:

The employer will need to have at least 25 participants to have this program delivered at the worksite. In order to assess the likelihood that the employer can meet the 25 minimum, EUTF will collect total number of employees at each location where biometrics is planned to be implemented.

#### Requirements:

- A minimum of 25 employees/HMSA members are required to be signed up at least 10 business days prior to the screening event.
- The 10-day lockdown is the final day to notify HMSA of your final count. If the minimum 25 participant requirement is not met by this date, the event will need to be rescheduled or cancelled.

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- Maximum number of participants is dependent on size of the room. The HMSA and/or Vendor Coordinator will go over the room requirements with the employer Onsite Coordinator.
- Examiners will be assigned to your event based on the number of participants that sign up.

Process:

- EUTF works with the employer to develop a plan to provide biometric screenings.
- The employer agrees to dates for the delivery of biometric screenings at their selected locations. Allow 45 days for event and logistics coordination.
- HMSA will assign a “Coordinator” to coordinate the delivery of the biometrics screenings with the Vendor and employers’ Onsite Coordinator.
- The employer assigns an Onsite Coordinator to work with the HMSA and/or Vendor Coordinator.
- The HMSA Coordinator will contact the employer to implement the biometric screening program.

Promotion and sign-up for the program:

- Employers should begin to promote the screening program as soon as dates are agreed on to get the desired participation levels.
- HMSA will provide the employer Onsite Coordinators with an excel sign-up sheet.

Employees will complete the sign-up sheet with the following information:

- First and last name as it appears on your HMSA Member ID card;
- The last 5 digits of their HMSA member number;
- A phone number where the employee can be reached the day of their appointment; and
- The time slot for their screen (one time slot per employee).
- The employer manages the sign-up sheet and provides updates to the HMSA Coordinator.
- An online registration link may be available for events with over 50 participants. Contact your HMSA Coordinator for details.
- The employer continues to promote the screening program periodically to encourage employee sign-ups.
- The employer and HMSA and Vendor Coordinators will stay in touch to provide updates on the sign-ups and other implementation logistics.

- Note: Due to COVID-19, additional safety and sanitization protocols will take place, including social distancing and mask requirements.
- HMSA will provide the Onsite Coordinator the most current COVID-19 requirements at time of booking the event.

#### 10 days prior to the event:

- If the employer meets the 25 minimum sign-ups within the 10 days prior to the event deadline, the event will be confirmed and implemented as scheduled.

#### Description of the biometric screening program:

- The screening will take approximately 15 minutes to complete and is performed by licensed practical nurses and medical assistants. **Additional sanitization time in-between screening appointments will be needed due to COVID.**
- The screening includes blood pressure, total and HDL/LDL cholesterol levels, triglycerides, A1c, height/weight, and body mass index.
- A finger stick is used to obtain cholesterol and A1c readings. No fasting is required.
- The screening results will be shared with the participant by the examiner and answer and questions or concerns the participant has.

#### Day of the screening event:

- Employees do not need to bring their member ID to the biometrics screening. Member verification is done prior to the event based on information provided on the sign-up sheet.
  - Participant walk-ins (based on availability) should bring their HMSA member ID card.
- The HMSA or Vendor Coordinator and their team of examiners will arrive at least one hour prior to the first appointment to organize their space (e.g. setup privacy screens, test equipment and set up a registration table).
  - For example, if the first screening appointment is at 8 AM, the HMSA Event Specialist and their team will arrive at 7 AM.
- Due to the amount of heavy supplies needed for the event, onsite parking is appreciated when available.
- There may be up to three examiners in the room at one time depending on the number signed up. Privacy screens are used to separate the screening stations if located in a single room.
- The HMSA or Vendor Coordinator will have a registration person checking in each participant and triaging them to an examiner.

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- Develop your own sign-in sheet; ensure each employee signs your “sign-in” sheet. This sign-in will be your record of participation.
- Your Onsite Coordinator should be available to help with the event (e.g. if an employee does not show up for their assigned appointment; you may be asked to call the employee to find out if they plan to show up).
- The HMSA or Vendor Coordinator will ask employees to sign a “release of information” form prior to their screening. This form is used in the event the examiner finds a reading that is not normal. With the employee’s consent, the “out of normal range” reading (or critical value) may be provided to the employees’ primary care provider.

#### Post event – same day:

- After the screening event the examiners pack up the equipment and supplies.

#### Special needs:

- If a EUTF employer has a special needs/disability circumstance, we can take each request on a case-by-case basis with advanced notice (preferably 45 days’ notice) prior to the event date. We will need to determine what reasonable accommodation(s) are needed and resources available that the employer is not already providing under EEOC's Final Rule on Employer Wellness Programs and Title I of the Americans with Disabilities Act.
- Pregnant women may get screened as long as they are comfortable.

#### Aggregate Reports:

- Aggregate biometric screening reports are available to EUTF employers who have a minimum of 100 participants per screening event date. Reports are available 45 days after the screening event. Contact your HMSA Coordinator to request for a report.

Questions about this program contact EUTF  
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