

Onsite Screenings

What to expect &

How to prepare



Let's get started.

A biometric screening event shouldn't be difficult or intimidating for anyone involved. The event should be something your employees can enjoy. But it should also be something you can enjoy and feel proud of organizing!

We know it can be a bit nerve-wracking to welcome a team of health professionals into your office, so here is an idea of what to expect at a biometric screening event and how to prepare.

What to expect.

Before your event.

Reserve a space to host your event. Each screening station takes up about nine square feet of space and we prefer to have six to eight feet of space between stations; so, a large room usually works best. If we'll be at your site for multiple days, it is helpful to leave equipment locked up in the room between events.

Share location specifics with your TotalWellness account manager. Is your location difficult to find or are there special parking places for vendors? Let us know about any location specific details such as door to enter, security requirements, and parking information so we can share them with our staff.



Before your event... continued.

Engage your employees as participation is key to hosting a successful screening event.

- Educate your employees about the purpose of the screening. Employees are more likely to attend if they understand the importance of screenings and how they fit into their wellness program.
- Communicate the benefits and details of your event clearly and often. It takes the average person 7-10 repetitions before any kind of promotional materials stick. Be sure your screening information is brought to their attention at least that many times.

You'll be notified when your registration link or paper signup is ready. Then it'll be time to start promoting your event.

- Hang flyers in populated areas.
- Add event details to your intranet or employee newsletter.
- Email participants with details on how to register.



We recommend a push as soon as registration opens, a reminder about halfway through, and one final call to sign up about a week prior to the event.

Online registrants will receive a confirmation email and two reminder emails prior to the event. They also have the option to cancel and reschedule appointments on their own. As a site contact, you can login to view progress, see registrants, and print rosters.

Communicate changes to your TotalWellness account manager. Need to increase the number of screenings ordered or adjust a time? Reach out to us and we'll make the changes for you. Requests made up to two weeks prior to the event do not incur a fee. Changes requested with less than two weeks' notice may incur a fee.

Touch base with the TotalWellness coordinator. A few days prior to the event you can expect to receive a phone call from your TotalWellness coordinator. This is just one final touch base to ensure we are all set for your event.

Print the appointment roster that will be emailed to you the day prior to your event. After printing, simply provide to the staff when they arrive.

Screening day.

Day of your event.

Greet the staff when they arrive. Our staff will arrive thirty to sixty minutes prior to the event start time. They'll be arriving with all the supplies they'll need to perform your screening. All you need to do is make sure you're available to greet them and direct them toward the room you've reserved.



Allow the team to setup. After our staff gets into the room, they'll begin the setup process. We ask that you have tables, chairs, wastepaper baskets, a few pens and the appointment roster available for our team; but we'll provide everything else! During the setup process, you can take a deep breath and relax! Just make sure you're around in case our people need more tables, chairs, or trash cans.

Starting your event.

Let the screenings begin! At TotalWellness we ask our staff to be ready to go with at least ten minutes to spare. If you have any early bird wellness participants, they're welcome to get started as soon as our staff is setup.

During your event.

Encourage participation to help promote your event. Participants will check in, complete a consent form, and then visit a screening station where all services will be performed. Participants will complete a satisfaction survey and walk away with a results handout. The whole process should take 15-20 minutes.

- Ask participants to arrive at their scheduled appointment time. We'll fit in walk-ins as the schedule allows or have them return toward the end of the event.
- Lead by example and take part in the screening yourself.
- Recruit stragglers to attend your event. Round up employees to fill vacant appointment slots or bring them through as walk-ins.

Sit back and relax. Throughout the event, you shouldn't feel the need to hover around or jump in on any of the services. Our staff has that handled!

Ending your event.

Room cleanup will be completed by the TotalWellness staff. We'll pack up the supplies, paperwork and biohazard materials and take them with us. The team will leave your room just as we found it, so there should be no additional stress for you. All that will be left behind are happy, educated participants – and maybe some regular trash like Band-Aid wrappers and uncontaminated gloves.

You did it.

After your event.

Enjoy your success! The day following your event you'll receive an email with a request to complete an online survey letting us know how we did. Once you've hit submit sit back and enjoy the success of another biometric screening event in the books.

