



BIOMETRIC SCREENING KNOW YOUR NUMBERS

A Biometric Screening is important in helping you understand your current health and any risk factors. Your Biometric Screening results are analyzed along with your Health Check Survey responses.

Your Biometric Screening and Health Check Survey is an important component of the Live Well Program. Complete the Biometric Screening to earn 200 points by December 31, and the Health Check Survey (required action) to earn 1,000 points by December 1 to receive an additional day off with pay in the following year!

How to get started:

Visit your physician for an annual physical or submit recent lab results via the Physician Results Form (instructions below).

For new users; Sign up now at <u>join.virginpulse.com/suburbanpropane</u> and follow the prompts **Already a member:** Log in to member.virginpulse.com

From the homepage, initiate your Biometric Screening by navigating to *Programs* select Quest Biometric Screenings, then click *Start Now*



under My Wellness Program

- You will be transferred to the Quest portal where you will review and accept the "*Terms and Conditions*" to proceed.
- You will confirm your personal information, including a valid email address, to receive important updates regards your screening.
 - **Note:** Information populated here is directly from your wellness website. If you encounter an error in your information, reach out to your HR department.
- Once logged into the Quest portal, select Order Form under "Physician Results Form"
 - Select *Download Form*, and review the program dates for completing and submitting your document.
 Print the form and take it to your Physician to complete.
 - Once your physician completes all fields on the form, you can either upload or fax the form in. To upload the Physician Results Form, select *Program*, then *Quest Biometric Screenings* on member.virginpulse.com. Please note, if faxing your form, please allow 10 business days to view your results online.

Note, privacy laws protect your personal information and Protected Health Information (PHI). Virgin Pulse is in strict compliance with these privacy laws and will not share your protected information with anyone, including Suburban Propane.

Have questions? We're here to help Give us a call @ (888) 671-9395 Mon – Fri, 8am – 9pm ET Check out support.virginpulse.com Live chat available Mon - Fri, 2am – 9pm, ET

