



Biometric Screening Instructions

How to Set a LabCorp Screening Appointment (No Charge)

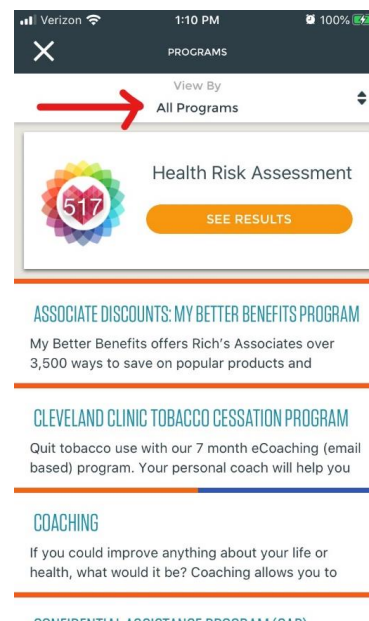
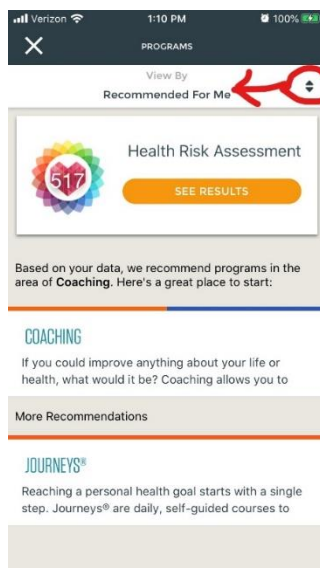
OR Download a Form for your Physician Screening:

- 1) Once you are enrolled in Virgin Pulse and logged in, select the **“PROGRAMS”** tab
- 2) The website *automatically* shows only a small selection of programs called **“Recommended For Me”**
- 3) Click on **“View All”** from the menu. On a desktop computer, it looks like the figure below.

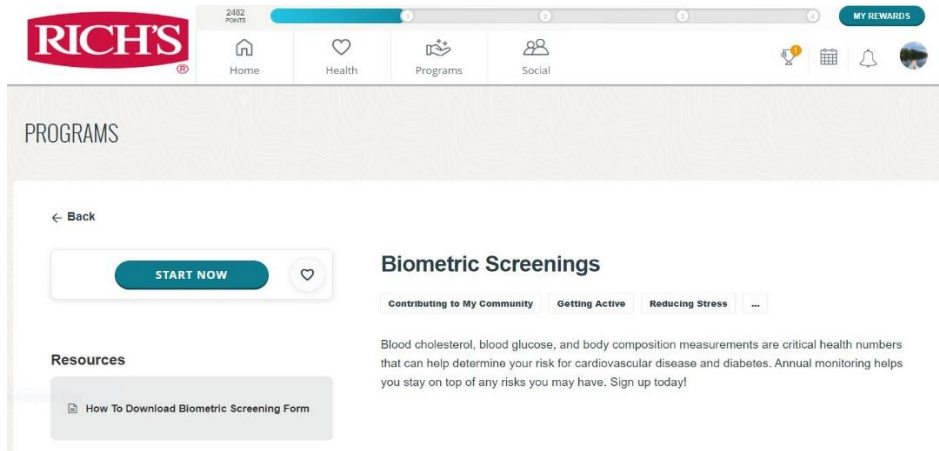


OR

if you are using the Virgin Pulse **Phone App**, it looks like the figure at lower left when you select **“Programs”** tab. Touch the bar labeled **“Recommended For Me”** and **“All Programs”** (see below).



4) Scroll the alphabetical list to **Biometric Screenings** and select the page. Click 'Start Now'

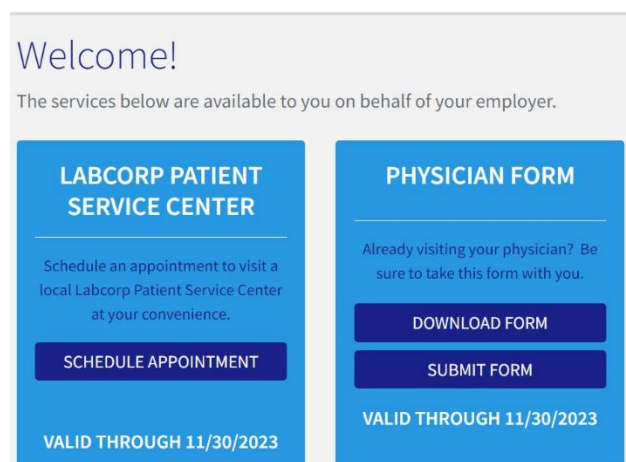


5) The first time using this tool, participants must confirm their eligibility information.

- Your name and birthdate will appear. You must select your State and Gender.
- There is an option to enter Phone number for appointment reminders (if relevant).
- Enter your email address two times for verification.

A registration form titled 'Complete the form below to register your account'. It includes fields for 'CHARy' (name), birthdate, and address. There are dropdown menus for 'MD' and 'Gender'. A 'Primary Phone' field with a copy icon is also present. Below these are three checkboxes: 'I would like to receive appointment reminders and notifications via auto-dialed text message.', 'I have read and agreed to the Terms of Use and Privacy Policy.', and 'Keep me informed! I would like to receive promotional emails about services that are available to me through my employer's wellness program.' There are also fields for 'Email Address', 'How will my email be used?', and 'Confirm Email Address'.

6) Two (2) options appear in the **Biometric Screening** page: **Physician Form or LabCorp Appointment**. To download a Physician Form, your device must be linked to printer.



7) **PHYSICIAN OFFICE SCREENING Option:** If you are planning to schedule an annual Physician-Health Screening OR have done so during the current active Wellbeing Program year, the doctor's office may use your current health data to complete this **Physician Form**, then select **"DOWNLOAD PHYSICIAN FORM"** in step number 6 above. Regardless of your screening date, your physician must sign the form. *You are responsible for any co-pays or fees charged by your Physician.*

If you choose to see your Primary Care Physician for screening:

- 1 Verify that the auto-populated fields on the Participant Information section of the attached form are accurate.
- 2 Ask your physician to fill out the Body Measurements & Biometric Results section of the form. **All measurements must be completed for Virgin Pulse-LabCorp to process your form.**
- 3 Forms must be received no later than **November 30**, but best to submit by November 15.
- 4 **How to Submit Form (2 Options):**
1st Option: You may upload your completed/signed form electronically by returning to the **Biometrics Screening** page in your Virgin Pulse account, from where you downloaded the form. You will receive notification emails: one upon form receipt and another upon form processing. Emails will be sent to the address associated with your account.

OR

2nd Option: You may fax or have your Physician fax. All results must be entered into the appropriate boxes on page two of this form. Please fax the form only after all applicable testing has been completed, *separate forms cannot be reviewed or processed.*

Labcorp Employer Services
Attn: Information Management
SECURE FAX: 1-888-972-1871

- 5 Results will be processed within 10 business days. If you have any questions, or if your results have not been posted within this time period, please contact support at 1-844-251-6524 or contact Support@lescustomercare.zendesk.com

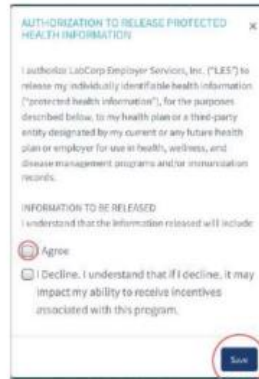
8) **LABCORP APPOINTMENT SCREENING Option:** If you would like to obtain your screening free of charge (a benefit to associates enrolled in Rich's medical plans), then in step number 6 above, select **"LABCORP PATIENT SERVICE CENTER"** and click **"SCHEDULE APPOINTMENT"**:



To make a LabCorp Screening appointment:

1

Confirm your consent to allow data to be transferred to Virgin Pulse.
Select “Agree” and click “Save”:



2

You will be prompted to select 1 of 3 options, select **“Make an appointment at a LabCorp Patient Service Center”** :



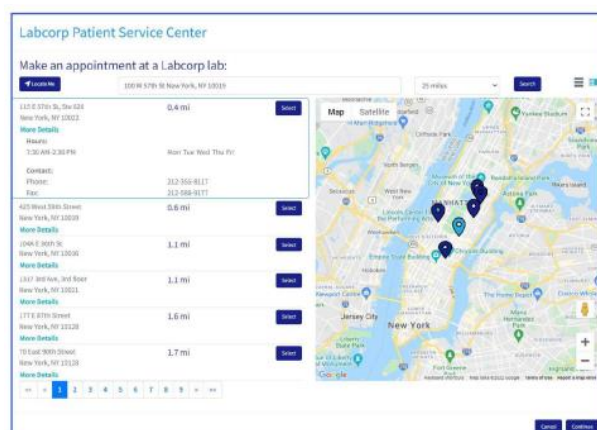
3

Type address or zip code in the search bar to locate your nearest Labcorp facility:



4

Select desired location:



- 5 Select and confirm date and time of appointment. A Confirmation email will be sent once appointment is confirmed.

Labcorp Patient Service Center

Appointment Details

Lab Address
115 E 57th St, Ste 620
New York, NY 10022

02/02/2022

7:30 AM	7:45 AM	8:00 AM	8:15 AM
8:30 AM	8:45 AM	9:00 AM	9:15 AM
9:30 AM	9:45 AM	10:00 AM	10:15 AM
10:30 AM	10:45 AM	11:30 PM	11:45 PM
1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	

Cancel Continue