

# **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.

MY WELLNESS PROC	GRAMS	
( HEALTH ASSES	SMENT	
Search VIEW	ACTIVE HEALTH CONDITION MANAGEMENT	
All (17) Recommended for Me (2) Benefits (1)	know that through Bombardier's Active Health Condition Management program you have free access to a personal Nurse Coach to answer questions and to help you manage your condition. Show More	

## <u>OR</u>

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.

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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) <u>PHYSICIAN OFFICE SCREENING Option</u>: If you are planning to schedule an annual Physician-Health Screening <u>OR</u> 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, <u>your physician must sign the form</u>. *You are responsible for any co-pays or fees charged by your Physician*.

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



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Verify that the auto-populated fields on the Participant Information section of the attached form are accurate.

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.

Forms must be received no later than **November 30**, but best to submit by November 15.

#### How to Submit Form (2 Options):

1<sup>st</sup> 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

**2<sup>nd</sup> 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



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

**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:



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

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

Cancel Continue



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

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# Select desired location:

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

