

Biometric Screening Script

Screener: “Hello and welcome to your Biometric Screening. Today you will be completing an oral cotinine screening. This process takes about five minutes to complete. Then you will complete a biometric screening which includes a fingerstick assessment that measures your blood lipids and glucose. While this is processing, I will take your blood pressure, weight, height and waist circumference.” Your results will not be retained by myself, your campus, Trilogy Health Services, or within the LDX machine. Your results will be sent directly to BioIQ (if using tablet and BioIQ app) and Go365. Trilogy does not keep your results, unless you wish to keep them in your employee file. Your results do NOT affect your insurance coverage or the ability to receive the wellness rate (except if you use tobacco. Tobacco users may get the wellness rate but are required to complete 8 each Go365 Tobacco Cessation Coaching Sessions and the Go365 Tobacco Cessation Course ‘LivingFree.’)”

Screener: “Before we begin, have you been fasting at least 8 hours?” *If employee has not fasted, they may still complete a biometric screening. Use the ‘non-fasting’ glucose reference in the Biometric Screening Booklet and let them know “your results for LDL’s and glucose may be elevated due to the fact you are not fasting currently.”*

Screener: “Have you had any food, drink, gum or candy in the last ten minutes?” *Despite fasting, employees are allowed water, black coffee and sugar-free gum. They cannot have consumed any of these 10 minutes prior to the cotinine test. If they have consumed them, please proceed with the remainder of the biometric screening and return to complete the Nicotine/Cotinine screening AFTER the biometric screening.*

Screener: “Before we begin, you will need to complete an Informed Consent Form. This form provides information on your participation in Trilogy’s Wellness Program, the fingerstick process and your HIPAA Authorization as part of the wellness program.” *Allow employee to electronically sign form (BioIQ) or manually sign form. If using manual form, have employee fill out first page of the Go365 Nicotine Form and Biometric Screening Form. Employee should use their Go365 ID # and not their Trilogy Employee ID #.*

Nicotine/Cotinine Test:

Equipment Needed:

- Go365 Nicotine Form OR Tablet with employee’s account accessed within BIO IQ
- Oral Cotinine Test (for on-boarding, employees should have completed a urine cotinine test as part of their pre-boarding drug screening. Results from this cotinine test should be used in lieu of the oral cotinine test)
- Latex Gloves

Screener: “Please rip open the package, remove the cotinine test, the purple lid and the clear white lid of the test. Now swab the inside of your mouth, cheeks and tongue thoroughly until the swab tip is completely moistened. It should feel like a very wet sponge. Avoid ‘sucking’ on the tip.” *Once the tip is completed moistened like a wet sponge, have the employee remove the cotinine swab tip from their mouth. You will then take the test, place it in to the purple lid (do this with the swab side down to avoid saliva running out of the lid). Twist the lid until the arrow and the line on the test are aligned. Lay the test down on a flat surface for at least 2-5 minutes. Read results and record on Go365 form or within BioIQ. Discard test and packaging and prepare for fingerstick test.*



Cholestech Finger stick Screening:

Equipment Needed:

- Cholestech LDX with Optics Cartridge
- Optics Check Form
- Lipid+Glucose Cartridge
- Capillary Tube with Plunger
- Lancet
- Gauze or Cotton Ball
- Band-Aid
- Alcohol Prep Pad
- Hand Sanitizer
- Latex Gloves
- Sharps container
- Blood Pressure machine
- Scale (chair style used in campuses)
- Stadiometer
- Blue Gulick Measuring Tape
- Pen
- Go365 Biometric Screening Form or Tablet with BioIQ Mobile App

Screener: *Seat employee. Screener will put on latex gloves. “Now we will complete a fingerstick test. This test will access your cholesterol and glucose levels. Which hand do you write with?” Select employee’s middle finger on their non-dominant hand. Proceed to clean finger with alcohol prep pad. While it is drying, open cartridge and remove lid from lancet. Ensure the employee’s finger is dry (you may gently wipe with gauze).*

Prick finger and collect sample as directed by Abbott Cholestech LDX Training. Once collected, immediately place cartridge in LDX machine. Discard lancet in Sharps container. Carefully remove gloves and discard all remaining materials.

Blood Pressure Screening:

Equipment Needed:

- Electric Blood Pressure Cuff or sphygmomanometer and stethoscope
- Adult Large and Extra Large Cuff

Screener: *“While the machine is processing your results, we will take your blood pressure.” Use employee’s non-dominant arm to access blood pressure. Record results in BioIQ or on Go365 Biometric Screening Form. Be sure to use the right size cuff, that employee is sitting up straight with legs uncrossed and not talking. **If employee’s results are 180/120 or greater, ensure you have the right-sized cuff, allow them sit for about 5 minutes and re-administer. If they remain 180/120 or higher, employee should be referred to an emergency room immediately.***

Weight Screening:

Equipment Needed:

- Scale

Screener: *“Now we are going to get your weight. Please remove your shoes (and any heavy jacket or sweater you are wearing). Turn on the scale and allow it to zero out. Be sure to place the foot rest down for*



seated scale. "Please be seated on the scale and place your feet on the foot rest." Record results to the nearest tenth of a pound in BioIQ or on Go365 Biometric Screening Form.

Height Screening:

Equipment Needed:

- Stadiometer

Screener: "Please come over to the stadiometer while we measure your height. You will need to keep your shoes off." *Record results to nearest quarter-inch in BioIQ or on Go365 Biometric Screening Form.*

Waist Circumference Screening:

Equipment Needed:

- Blue Gulick Measuring Tape

Screener: "Now we are going to complete a waist circumference measurement. Stand with your feet together. Please make sure your shirt is tightly pulled down. *If employee is wearing layered clothing, have them remove clothing to the most bottom layer of their comfort level.* "Hold the metal end of the tape measure at your belly button level." *The "inches" reading should be visible on the outside of the measuring tape.* "Now I am going to have you carefully spin around." *Guide the measuring tape around the employee waist, ensuring the tape does not get twisted and stays around the umbilical level the entire way around the body. Clasp the metal end of the tape measure and pull until the hash tag is visible on the middle of the metal rod. This is about half way out. Record circumference to the nearest quarter-inch.*

Instruct employee to sit back down and place their shoes (and any other clothing they removed) back on.

By this time, the LDX Machine should be done processing the fingerstick draw. Proceed to record the results on the Go365 Biometric Screening Form or allow results to populate employee BioIQ profile and SAVE results.

Record results inside Biometric Screening Form.

Screener: "Your results are now recorded in your TrilogyFIT Biometric Screening booklet. This is yours to keep and refer to. It will help you understand your results and the many health and wellness benefits that Trilogy offers that will help you continue to improve your health. I recommend that you meet with our Nurse Liaison if you need further assistance. Do you have any questions?"

***Important: If employee receives results on Go365 Forms, it is the employee's responsibility to submit the forms properly to Go365. When possible, forms should be scanned and uploaded to the employee's Go365 account. Employee will manually enter results and then upload form.**

Cotinine: on Go365 select ACTIVITIES-HEALTHY LIVING-NICOTINE TEST

Biometric Screening: on Go365 select ACTIVITIES-PREVENTION-BIOMETRIC SCREENING

BioIQ results are sent to Go365. Please allow up to 5 business days.

