

OVERVIEW

The TrilogyFIT program supports the care and nurturing of our employees, particularly their health. As part of this commitment to employee well-being, Trilogy offers a free biometric screening to all eligible part-time and full-time employees, age 18+ (excludes PRN status except ACA-eligible). The Trilogy Biometric Screening is a basic assessment of Body Mass Index (BMI), blood pressure, waist circumference, and bloodwork to assess blood lipids (cholesterol) and glucose.

This Standard Operating Procedure (SOP) provides guidance on how to administer this program.

Nothing in this SOP is intended to conflict with the documents governing the TrilogyFIT program. To the extent anything in this SOP is different from any such governing documents, the governing documents will control, and these policies are deemed modified to conform with the provisions of such documents.

ELIGIBILITY

Part-time and full-time employees, age 18+ are eligible to participate in Trilogy's Biometric Screening Program. PRN employees who are Affordable Care Act (ACA) Eligible for medical coverage are also eligible to complete a biometric screening (and have access to Go365). Only one (1) biometric screening is offered annually per employee. Employees with Trilogy-sponsored health insurance, are encouraged to complete an additional, more thorough screening (to include blood work), at no cost (subject to the terms and conditions of governing documents), as part of their annual wellness visit with their primary care provider.

SOP DETAILS

1. Administration:

- a. Biometric Screenings will be primarily administered by The Assistant Director of Health Services, Medical Records positions or other designated individual who have a current LPN or RN Licensure. Campus Assistant Directors of Health Services (ADHS's) will serve as alternate administrators and maintain quality control. Biometric screening administrators should be trained prior to completing a screening.
- b. Training on the biometric screening equipment will be via e-Merge. Training will include: 1) Abbott Cholestech LDX Equipment Training Video, and 2) Biometric Screening Overview Training Video. Look under "My Trainings" or search for "Biometric Screening" and select the "Biometric Screening Curriculum" folder to complete the trainings.

- c. Biometric Screening Administrators will receive an annual payment in the form of Go365 Bucks for completing campus biometric screenings. This will be paid out annually on/around March 31. Primary Administrators will receive 20,000 Go365 Bucks (~ \$200), Alternate Administrators will receive 10,000 Go365 Bucks (~\$100). AP/Pay or Campus Wellness Ambassadors may receive 5,000 (~\$50) for their part in support of and scheduling biometric screenings. Screeners must have completed training and signed HIPAA Confidentiality Agreements via e-Merge to receive the payment.
- d. Biometric screenings will be administered in the following manner:
 - i. On-boarding: Eligible employees should complete a biometric screening during their second or third day of onboarding.
 - ii. Annual Biometric Screening Event: All eligible employees should complete a biometric screening during this event (January – February).
 - iii. Pop-Up (as needed): Campuses may designate screening day/time, as needed, for employees who were unable to complete the annual event or during on-boarding. An example of a pop-up screening would be a quarterly, or semi-annual stand-alone screening event.

2. Equipment:

- a. Equipment needed for the administration of the test is as follows:
 - i. Cholestech LDX Machine (with BioIQ cable and Bluetooth connector/dongle)
 - ii. Tablet (when using BioIQ App for results transfer)
 - iii. Optics Cartridge (run Optics Check at start of each screening event day)
 - iv. Lipid Profile+Glucose Test Cassette (bring to room temperature before the test) – keep refrigerated
 - v. Controls /Calibration Verification – keep refrigerated
 - vi. Capillary Tubes
 - vii. Capillary Tube Plungers
 - viii. Mini Pipette (green) w/ Pipette Tips
 - ix. Gulick Measuring Tape (blue)
 - x. Scale
 - xi. Blood Pressure Machine
 - xii. Stadiometer
 - xiii. Body Mass Index Chart (*Appendix J*)
 - xiv. Lancets
 - xv. 2x2 Gauze or Cotton Balls
 - xvi. Alcohol Prep Pads
 - xvii. Band-Aids
 - xviii. Latex Gloves

- xix. Hand Sanitizer
 - xx. Sharps Container
 - xxi. Trash Can
 - xxii. Oral Cotinine Test (as needed)
 - xxiii. Informed Consent Form (or tablet with BioIQ Mobile App)
 - xxiv. Go365 Forms (Nicotine Test and Biometric Screening – not necessary if using BioIQ).
- b. Supply Storage: All supplies should be maintained together in a storage container, or similar (excluding refrigerated supplies). Extra supplies should be labeled “For Campus Biometric Screenings” and maintained in a cabinet or designated area with the ADHS. This should include cotinine tests. The biometric screening iPad should be maintained by the Executive Director and “checked out” as needed.
- c. Expendable supplies should be ordered directly through McKesson. *See Appendix A, Alere Cholestech LDX System Ordering Guide, to view supply samples.*
- i. Log in to Verian and select “Vendor Punchout” then select “McKesson.” This will direct you to McKesson’s website.
 - ii. Select the items based on item number listed in *Appendix B*.
 - iii. Once you have filled the cart with the items, select Punchout.
 - iv. **Biometric Screening Supplies should be coded to 60310-58 (other benefits).**

MCKESSON My Formulary

Home Products Orders Lists Tools Support Resources Hello Punchout User
#51150 TRILOGY HEALTH

Cart #66461694 - PUNCHOUT CART Contact Your Account Manager

Account #51150 TRILOGY HEALTH Ship To TRILOGY HEALTH

8 items total \$346.92

Qty Quick Add Sort Cart

Item #	Description	Manufacturer	Mfr #	UOM	Price	Qty	Total	Save	Delete/Edit
36982409	CONTINUOUS INSCREEN OF D/S 25/BX INSTANT <small>Ships directly from the manufacturer. Additional shipping charges may apply.</small>	INSTANT	I-DCT-B702	BX/25	\$147.00	1	\$147.00		<input type="button" value="EDIT"/>
12512500	TIP PIPETTE CHOLESTEC LDX 50EA/BG CHOLESTEC <small>In stock, ships from your local warehouse</small>	CHOLESTEC	11010	BG/50	\$5.29	1	\$5.29		<input type="button" value="EDIT"/>
13142409	PIPETTE ALT CNTRL F/TEST D/S 1/EA CHOLESTEC <small>Ships directly from the manufacturer. Additional shipping charges may apply.</small>	CHOLESTEC	13014	EA/1	\$17.11	1	\$17.11		<input type="button" value="EDIT"/>
27752400	CNTRL LVL 1&2 250UL EA CHOLESTEC <small>In stock, ships from your local warehouse</small>	CHOLESTEC	88773	EA/1	\$23.06	1	\$23.06		<input type="button" value="EDIT"/>
65062400	LANCET MEDLANCE 200/BX MCKESSON <small>In stock, ships from your local warehouse</small>	MCKESSON	13791	BX/200	\$38.59	1	\$38.59		<input type="button" value="EDIT"/>
10302400	PLUNGER CAPILLARY LDX 50/VL CHOLESTEC <small>In stock, ships from your local warehouse</small>	CHOLESTEC	10-311	VL/1	\$5.33	1	\$5.33		<input type="button" value="EDIT"/>
52192400	TUBE CAPILLARY 40UL 50/VL CHOLESTEC <small>In stock, ships from your local warehouse</small>	CHOLESTEC	52193	VL/1	\$12.54	1	\$12.54		<input type="button" value="EDIT"/>
12992400	TEST KIT LIPID & GLUCOSE S/B 10/BX 50BX/CDMF <small>Limited quantities available</small>	CHOLESTEC	10-991	BX/10	\$98.00	1	\$98.00		<input type="button" value="EDIT"/>

Shopping Cart

Shopping Cart 1

Unique ID/SKU (ID)	Name & Description	Cost / Unit	Quantity	Extended Price
13014 (4077973) [VC Edit]	PIPETTE ALT CNTRL F/TEST D/S 1/EA — CHOLESTEC [Account Code: OPCO.114-58-60310-0000-0000] [McKesson Medical-Surgical (WN012343)] Notes: VendorConnect Info:PIPETTE ALT CNTRL F/TEST D/S 1/EA Project: OPCO.114 - Cynthiana, KY - Cedar Ridge Health Campus Department: 60310 - OTHER BENEFITS GL Code: 60310 - OTHER BENEFITS Job Number: 0000 - JobNumber0000 Job Task: 0000 - JobTask0000 Justification: Testing supplies Use Tax: <input type="button" value="SEARCH"/>	\$17.11 / EACH (1)	1 <input type="button" value="Delete"/>	\$17.11
10-991 (4341005)	TEST KIT LIPID & GLUCOSE S/B 10/BX 50BX/CDMF — CHOLESTEC [Account Code: TMS.900-58-60310-0000-0000]	\$98.00 / BOX (1)	1	\$98.00



3. Step By Step Biometric Screening Process:

a. Preparation:

- i. **Scheduling:** Employees should be scheduled in 15 minute increments. A paper-based schedule should be made to accommodate sign ups. This should be kept with the AP/Pay personnel in the business office, or may be placed in the break room for sign-ups. It is encouraged that screenings are “frontloaded” when possible to maximize time spent performing screenings (for example, refrain from opening schedule for a large block of time where there may be large vacancies between the start and finish of screenings). Ensure the screening administrator has a copy of the schedule
- ii. **Room Set-Up:** It is recommended that the campus library, or a small room, be used for the screening. Employees should be screened one at a time. *See Appendix C, Biometric Screening Room Set-up.*
- iii. Along with the proper supplies, ensure that test administrator has reviewed the Biometric Screening Script (*Appendix D*) and use as a reference while administering the biometric screening.

b. Screening Step 1: Forms. Have employee complete required paper or verify account on BioIQ:

- i. Complete paper Trilogy Informed Consent (*Appendix E*), and electronic BioIQ consent, if using.
- ii. Complete Section A of the Go365 Biometric Screening Form, (if not using BioIQ) *Appendix F*.
- iii. Complete Step 1 of the Go365 Nicotine Test Form, (if testing and not using BioIQ) *Appendix G*.
- iv. If using BioIQ, have employee verify profile is correct. Have them read and electronically sign BioIQ Informed Consent Form.
- v. **Declination Form:** If an onboarding employee does not wish to complete a biometric screening, they **MUST** complete the Biometric Screening Declination Form (*Appendix L*), which is kept in their employee file.

c. Screening Step 2: Administer Oral Cotinine (Nicotine) Test.

- i. The Oral Cotinine Test will be administered to employees who do not have a urine cotinine screening on file (part of pre-boarding drug screening) or who have been employed longer than 90 days and need to be “re-screened” annually. Administer the Cotinine Test according to the instructions in *Appendix H*.
- ii. Ensure proper use of Personal Protection Equipment (PPE) when handling Cotinine Test.
- iii. Employees should not have any food, drink, or gum/candy ten (10) minutes prior to testing.

- iv. Record Results under Step 2, Section B on the Go365 Nicotine Test Form or insert results in BioIQ under employee profile.
 - v. If employee has completed the urine cotinine test during pre-boarding within the last 12 months, these results can be pulled from the employee file and placed within BioIQ (or on Go365 Cotinine Form). Note that the results may have already been sent to Go365.
- d. **Screening Step 3: Administer Fingertstick Test.**
- i. Ensure proper use of PPE.
 - ii. Employee should be fasting for 8 hours prior to completing a biometric screening. If they are not fasting, the screening may still be completed.
 - iii. Administer fingertstick screening as directed during Abbott Cholestech LDX Training (see *Appendix I*).
 - iv. Properly discard lancet in sharps container and other supplies in trash can.
- e. **Screening Step 4: Blood Pressure** (should be completed while blood work is processing).
- i. Complete blood pressure screening on non-dominant arm.
 - ii. Ensure proper cuff size is used.
 - iii. Record results.
- f. **Screening Step 5: Weight Measurement.** Should be done by zeroing out scale first and having employee remove their shoes and any heavy outerwear. Record weight to nearest tenth of a pound.
- g. **Screening Step 6: Measure height using the stadiometer.** Employees should keep shoes removed for this assessment. Record height to nearest quarter-inch.
- h. **Screening Step 7: Measure Waist Circumference.** Use blue Gulick measuring tape. Try to avoid measure of wrinkles or bunched clothing around waist. Instruct employee to hold the metal end of the tape measure at their belly button with the inches side up. Cue them to slowly turn around while you ensure the tape measure stays flat and smooth at belly button height while going around their waist. Grab the metal end of the tape and pull both ends until the hash mark on the rod is exposed (about half way out). Record the measurement to the nearest quarter-inch.

- i. **Screening Step 7: Obtain a BMI.** When using BioIQ, BMI will figure automatically. Manually, follow the height on the left side, with the weight on the top of the chart. Bring fingers to the middle point where the numbers intersect and record the BMI value. (See *Appendix J*). You may also use a BMI calculator on a computer by searching online for “CDC BMI Calculator.”
- j. **Screening Step 8:** The Cholestech LDX should be done processing the fingerstick results. Record the blood values on the Go365 Biometric Screening Form, or allow the results to feed into the employee’s BioIQ account and save results.
- k. **Screening Step 9: Biometric Screening Booklet.** Transfer biometric screening results to the Trilogy Biometric Screening Booklet (*Appendix K*).

4. Results Submission:

- a. Using tablet and BioIQ – results are automatically sent, via Bluetooth, from Cholestech LDX machine to employee’s BioIQ account on tablet. Administrator will ensure they have manually entered results for cotinine, height, weight, BMI, blood pressure, and waist circumference. Save results. Employee will be required to review electronically sign results. BioIQ will send biometric screening results to Go365 within 10 business days
 - b. Go 365 Forms should be sent directly to Go365 by:
 - i. Uploading to employee’s Go365 Account (Recommended):
 - 1. Biometric Screening Form: **Activities-Prevention-Biometric Screening**
 - 2. Nicotine Test Form: **Activities-Healthy Living-Nicotine Test**
 - ii. Faxing directly to Go365 at **1-877-250-7814**.
 - c. Note: Persons who administer the screening shall not retain any information or results associated with the screening. Persons who administer the screening are required to sign [Acknowledgement and Confidentiality Agreement].
5. **Exit Survey:** Employees should complete the exit survey within BioIQ.
6. **Results Discussion:** Employees may want to discuss their results after the screening. This should be done by the UHC Nurse Liaison to provide feedback to the employee immediately after the screening. The screener may also provide feedback on the employee’s biometric screening results, as long as they are a Registered Nurse.