

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 Management Services, LLC, Trilogy Health Services, LLC, or within the LDX machine. Your results will be sent directly to Virgin Pulse. Trilogy does not keep your results. 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 one of five Tobacco Free Journeys in Virgin Pulse.)"

Screener: "Before we begin, have you been fasting at least 8 hours?" *If employee has not been fasting, they should be rescheduled for another day.*

Screener: "Have you had any food, drink, gum or candy in the last ten minutes?" *Despite fasting, employees are allowed water 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 sign forms. If using manual form, have employee fill out Part 1: Member Information on the Virgin Pulse Biometric Screening Form, found on their Virgin Pulse Account, under PROGRAMS>ALL PROGRAMS>BIOMETRICS SCREENING VERIFIED FORM.*

Nicotine/Cotinine Test:

Equipment Needed:

- 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)
- Non-Latex Gloves
- Virgin Pulse Biometric Screening Form

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 completely moistened, like a wet sponge, have the employee remove the cotinine swab tip from their mouth. You will then take the cartridge, place it into 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 cartridge are aligned. Lay the cartridge down on a flat surface for at least 2-5 minutes. Read results and record in the green Biometric Booklet and on Virgin Pulse Biometric Screening form under "Tobacco User" if using the Virgin Pulse Form. Discard cartridge and packaging and prepare for fingerstick test.*



Cholestech Finger stick Screening:

Equipment Needed:

- Participant Informed Consent Form
- Cholestech LDX with Optics Cartridge and RJ Cord and Blue connector cord (to USB)
- Optics Check Form
- Lipid+Glucose Cartridge
- Capillary Tube with Plunger
- Lancet
- Gauze or Cotton Ball
- Band-Aid
- Alcohol Prep Pad
- Hand Sanitizer
- Non-Latex Gloves
- Sharps container
- Blood Pressure machine
- Scale (chair style used in campuses)
- Stadiometer
- Blue Gulick Measuring Tape
- Pen
- Computer with THS Biometric Screening Software
- Biometric Screening Booklet (Green)
- Virgin Pulse Biometric Screening Form, if needed

Screener: *Ensure the LDX is properly connected to the computer and it is showing as “Configured.” Seat employee. You may read, or allow the employee to read the Welcome Screen. Select “Start Screening” and then review the steps. Screener will put on non-latex gloves. “Now we will complete a fingerstick test. This test will measure 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 at slight right or left of middle of finger pad (not side of finger) and collect sample as directed by Abbott Cholestech LDX Training. Once collected, select “Read LDX” on the computer screen and immediately place cartridge in LDX machine. Discard lancet and capillary tube/plunger 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 on Virgin Pulse Biometric Screening Form. Be sure to use the right size cuff, that employee is sitting up straight with legs uncrossed and not talking.*

If an employee has a blood pressure over 180/120, rescreen. If it is still elevated, proceed with process for managing Hypertensive Crisis. Employees must be referred to a medical provider or ER immediately.



Weight Screening:

Equipment Needed:

- Seated 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 inside Biometric Screening Booklet, and Virgin Pulse Biometric Screening Form (if using).*

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 Biometric Screening Booklet, and on Virgin Pulse 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.” *Try to avoid measure of wrinkles or bunched clothing around waist. Have the employee remove clothing, if necessary, to get to the bottom layer of shirt. 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.*

By this time, the LDX Machine should be done processing the fingerstick draw. The results will auto-populate into the TrilogyFIT Biometric Screening Platform. If they do not, you may manually enter the results. Select “Next” and enter Trilogy Employee ID# and completed screening results for Height, Weight Waist Circumference, Blood Pressure and Tobacco User. If you are using the Virgin Pulse Biometric Screening Form, ensure all results are written on the form and it is signed.

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 campus TrilogyFIT Health Coach if you need further assistance. Do you have any questions?”

***Important: If employee receives results on Virgin Pulse Forms, it is the employee’s responsibility to submit the forms properly to Virgin Pulse. When possible, forms should be scanned and uploaded to the employee’s Virgin Pulse account under SUPPORT>SUBMIT REQUEST>UPLOAD FORM**

