LetsGetChecked Rapid Event Training

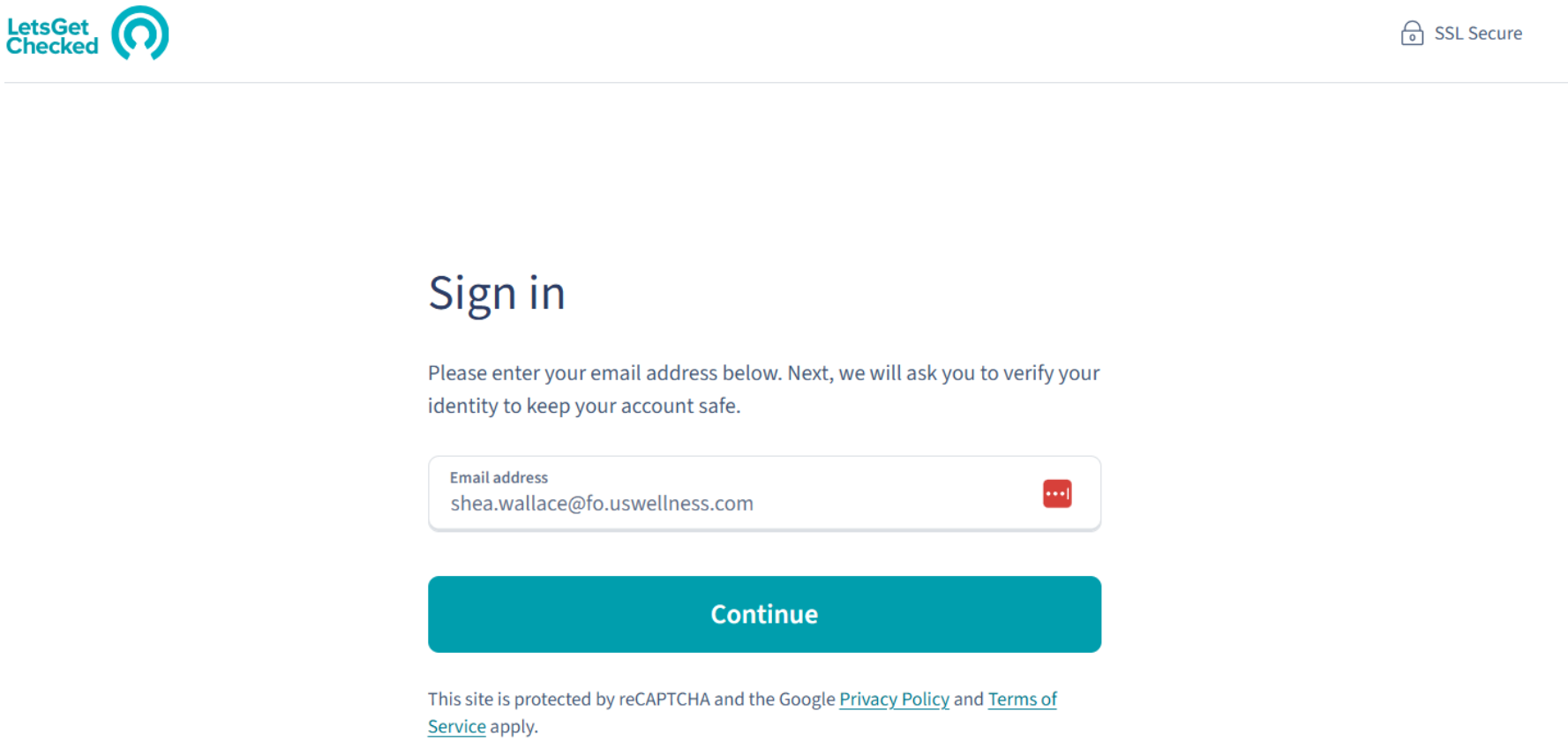
OPA Tool Login

OPA Data Entry

Pillars Of Success

Create Account

Your LOGIN is: firstname.lastname@fo.uswellness.com
Example: shea.wallace@fo.uswellness.com

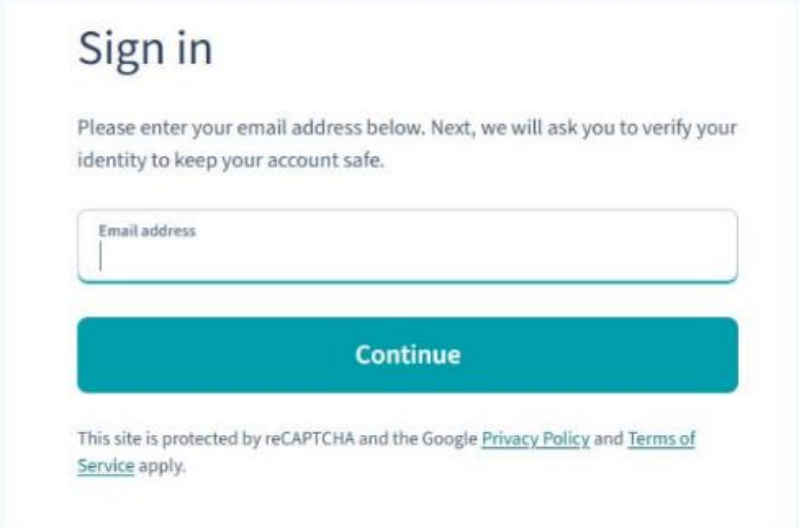


Sign In

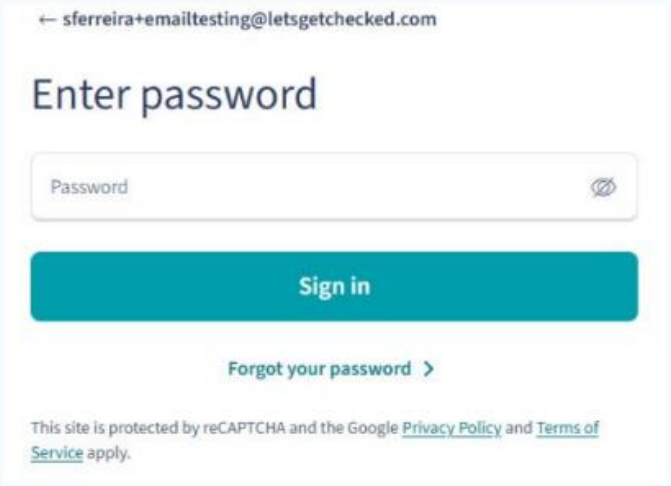
Your LOGIN is: firstname.lastname@fo.uswellness.com
Example: shea.wallace@fo.uswellness.com

LetsGetChecked®

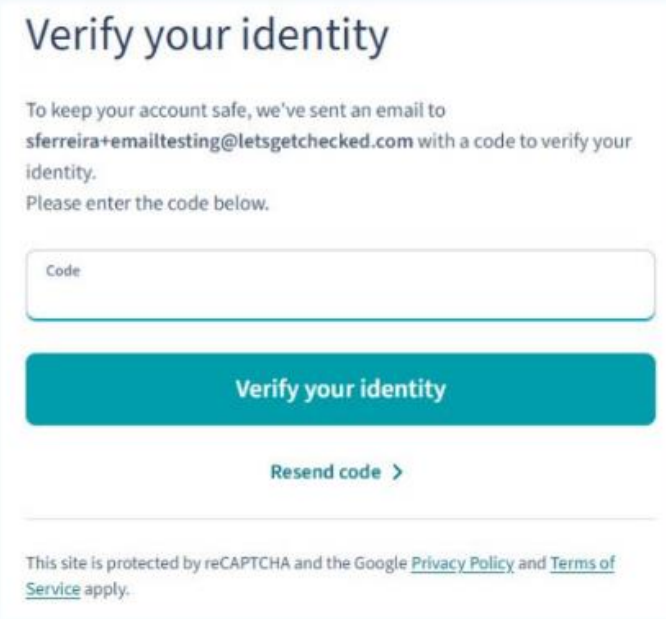
Go to url https://onsite-provider.letsgetchecked.com/ and follow these steps:



STEP 1
Enter your email address and click **Continue**.



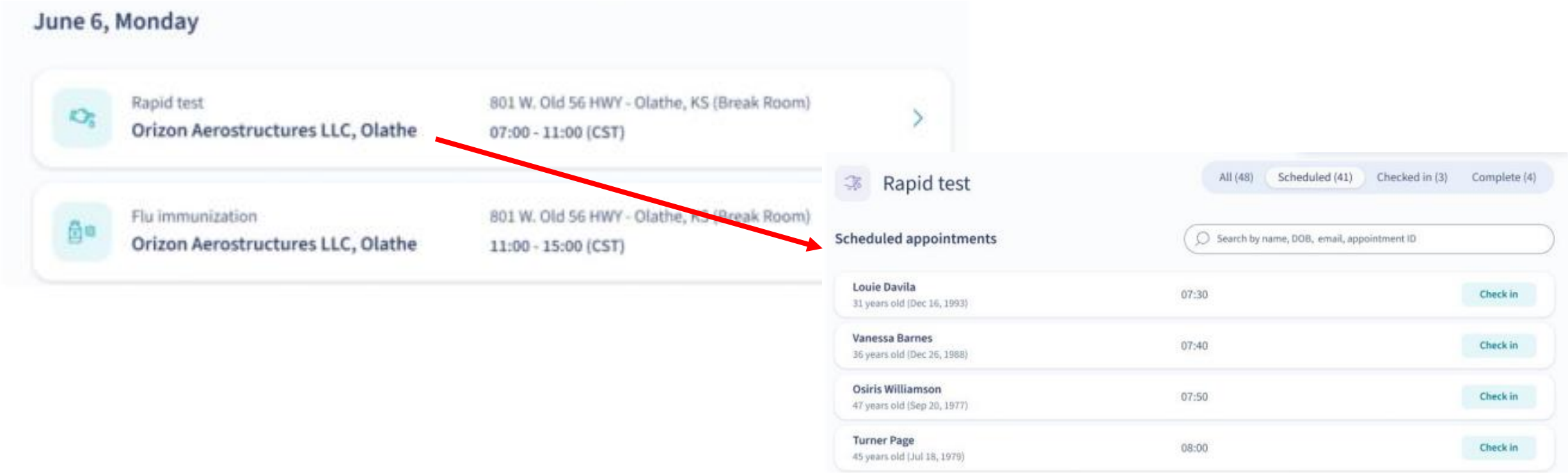
STEP 2
Enter your **password** and click **sign in.**



STEP 3
Enter the authentication code received on your email and click **verify your identity.**

My Events

Select today's event to view the appointment list.



If you do not see your assigned event within 24 hours of start-time, call USW (866) 881-7607

Appointment Navigation



Every appointment today in order of appointment time

Only shows appointments made today

Only those NOT checked in yet

*Preferred window for Admin use

Checked in but not yet completed

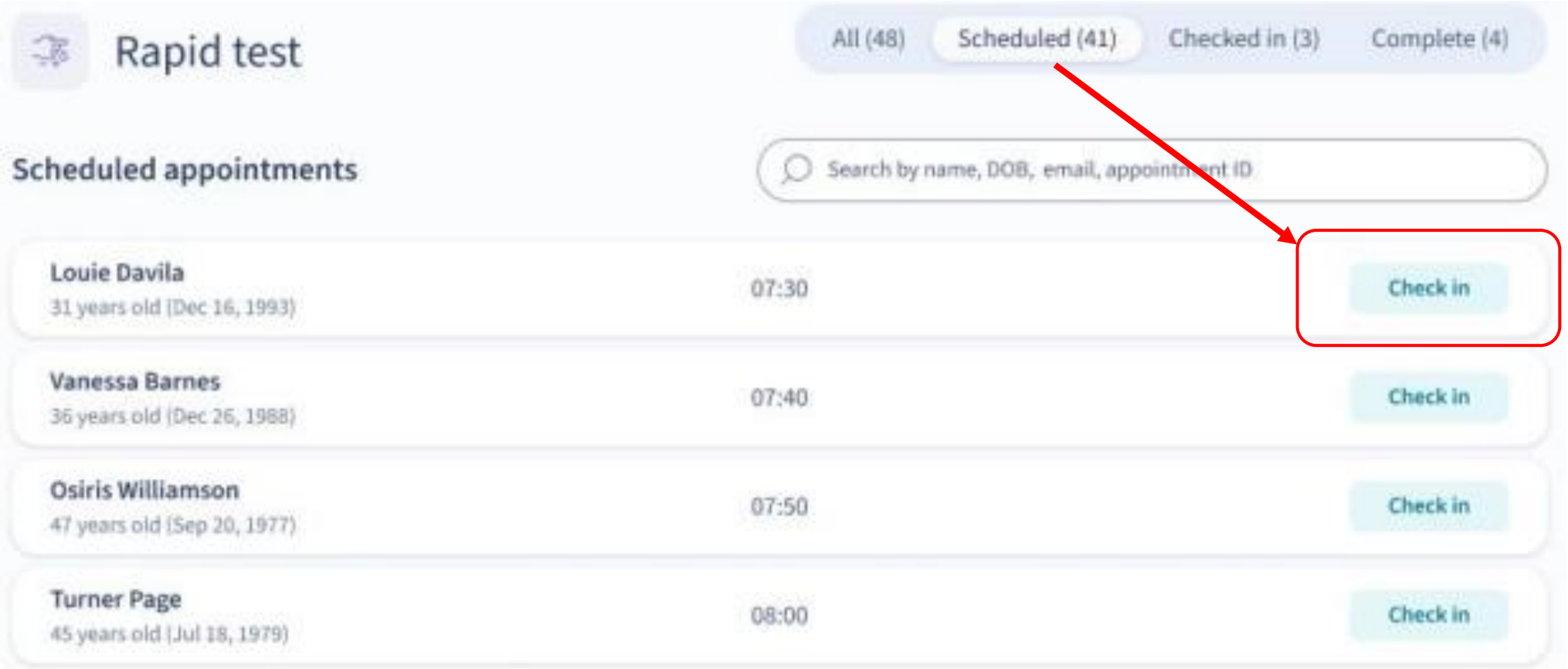
*Preferred window for Screener use

Today's completed appointments

On-Time Arrival Check-in

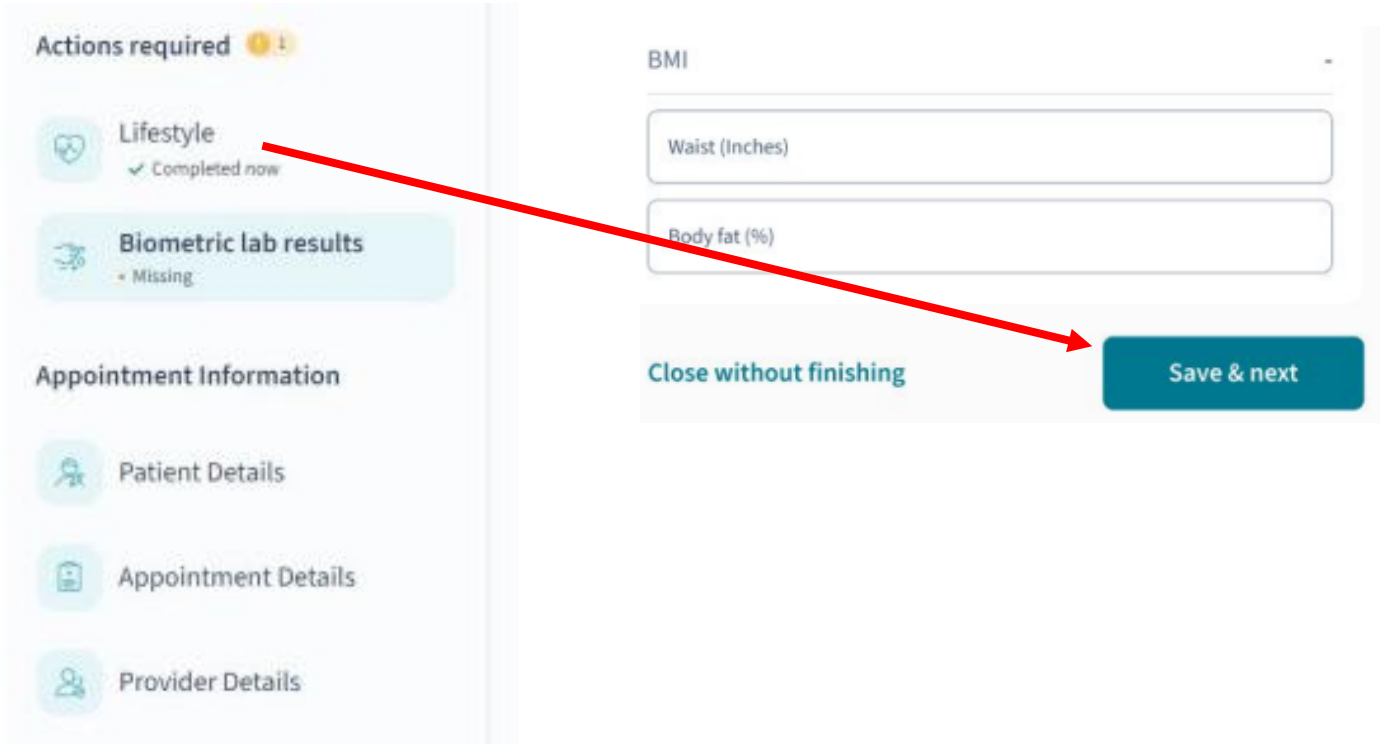
On-time appointments always take priority!

Select “Check In” button next to patient name.



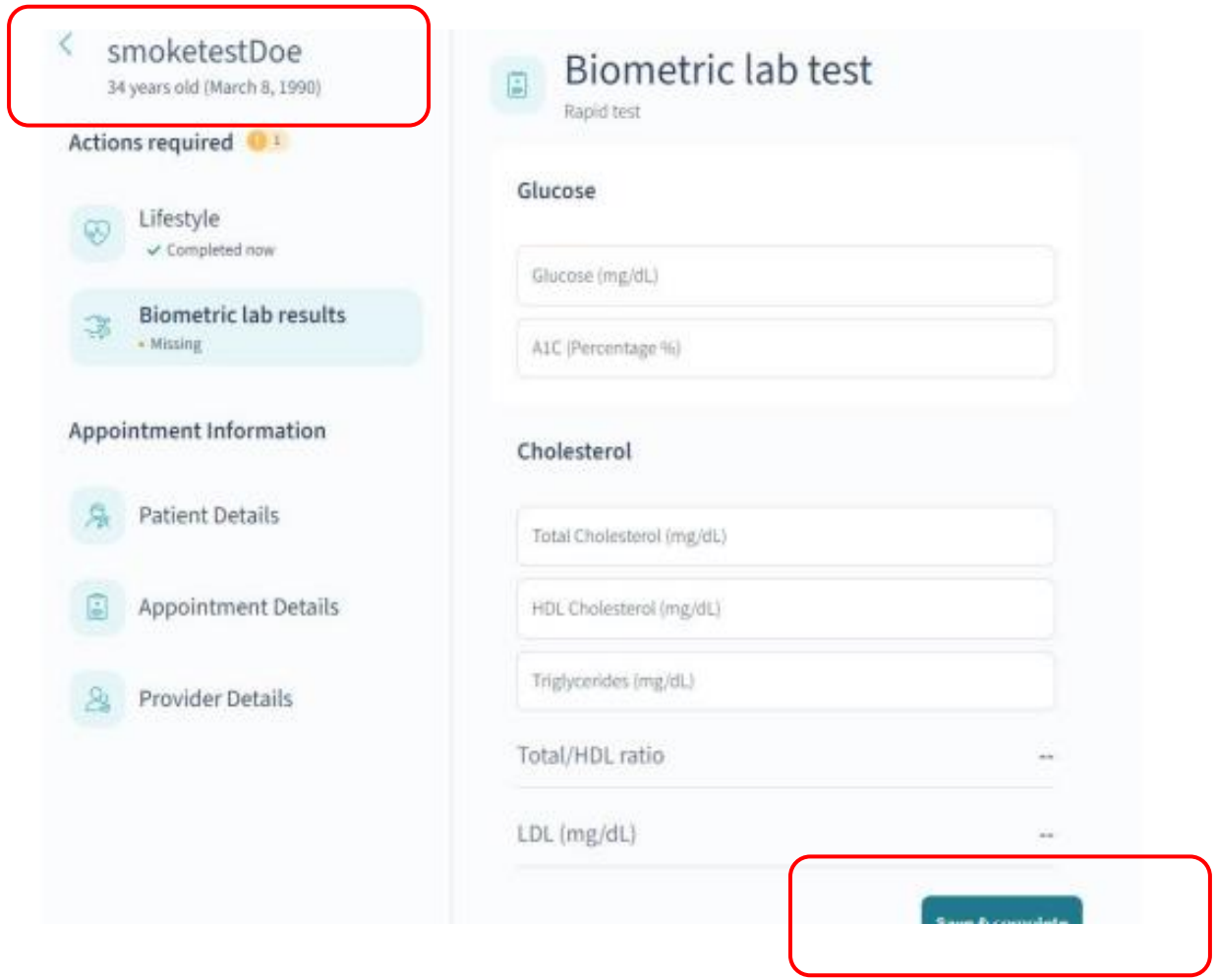
Screener Data Entry

Verify name and DOB, complete lifestyle questionnaire, “Save & next”.



Screener Data Entry

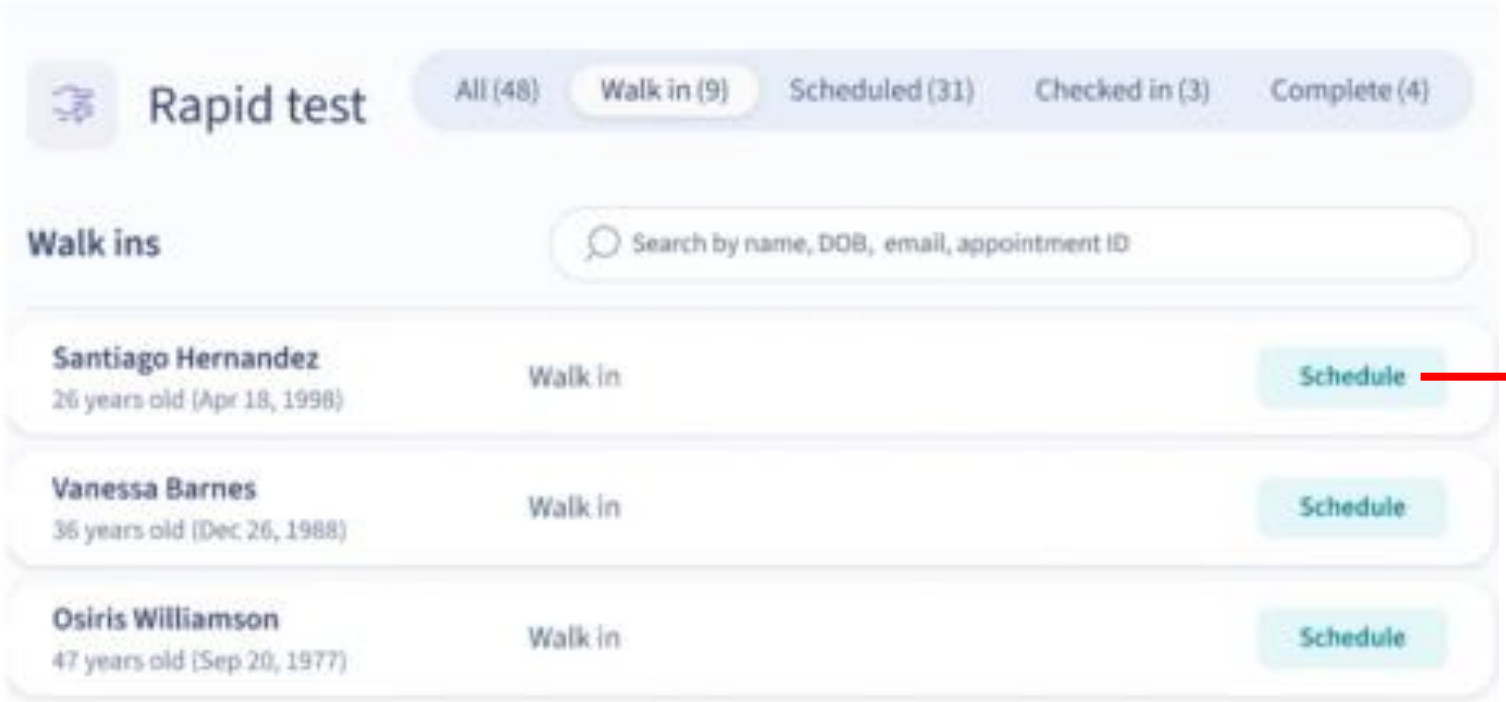
Verify name and DOB, enter results, check your work, Save and complete.

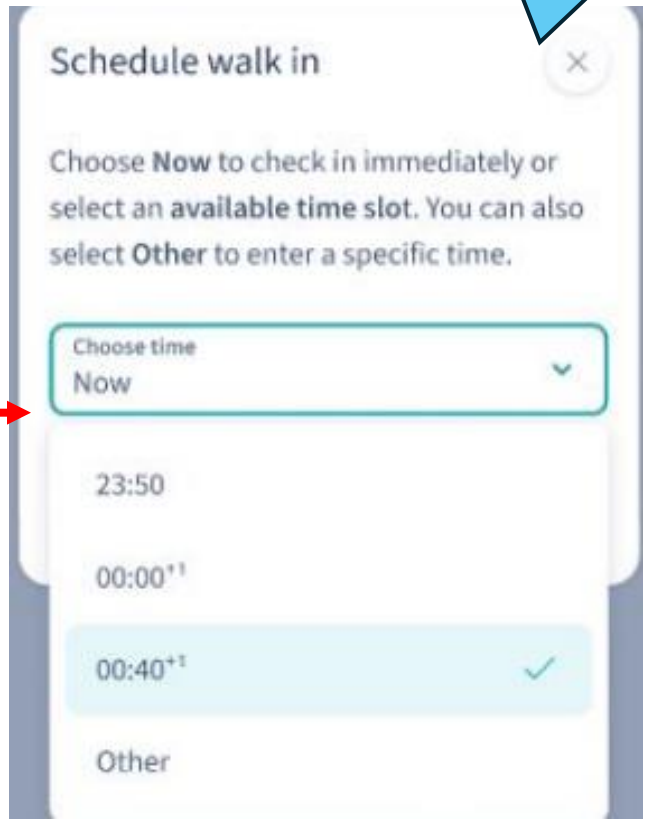


Walk-In

Assign “Walk-in” to an appointment time.

WALK INS MUST REGISTER



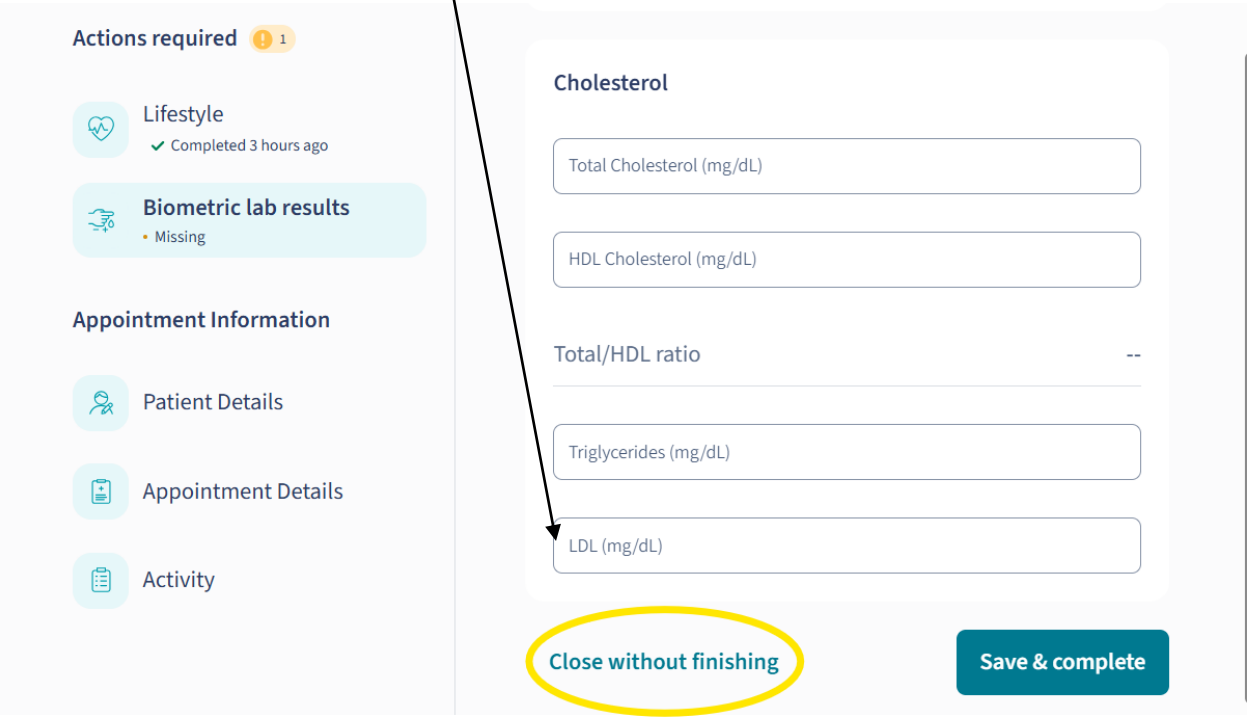


Out of Range Results

Cardiochek Results that display <, >, or N/A should be left blank

- Total Cholesterol, HLD, or Triglycerides may read "< or >". This field should be left blank.
- In these instances, LDL will read "N/A", which should also be left blank

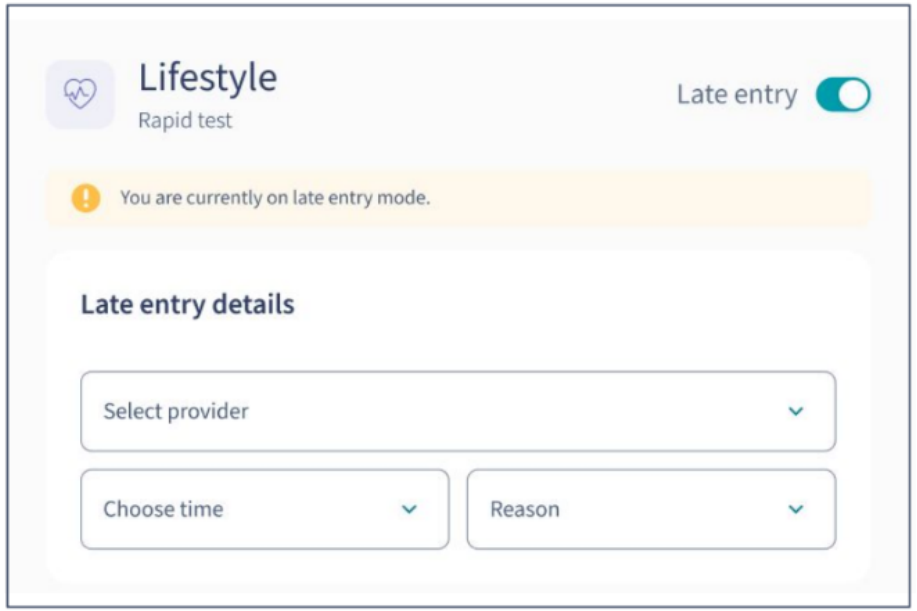
- To proceed, you must click "Close Without Finishing"



Late Data Entry

Procedure for entering data after appointment (when necessary)



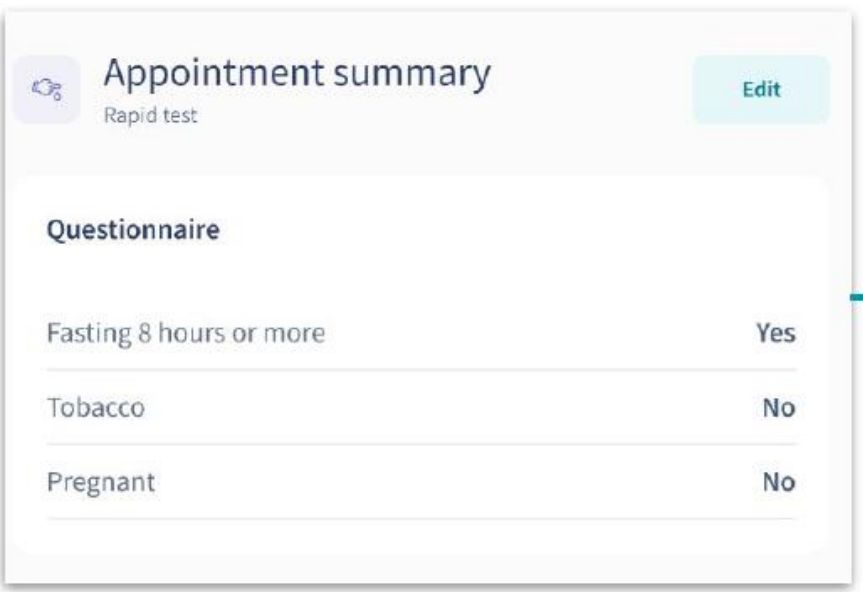


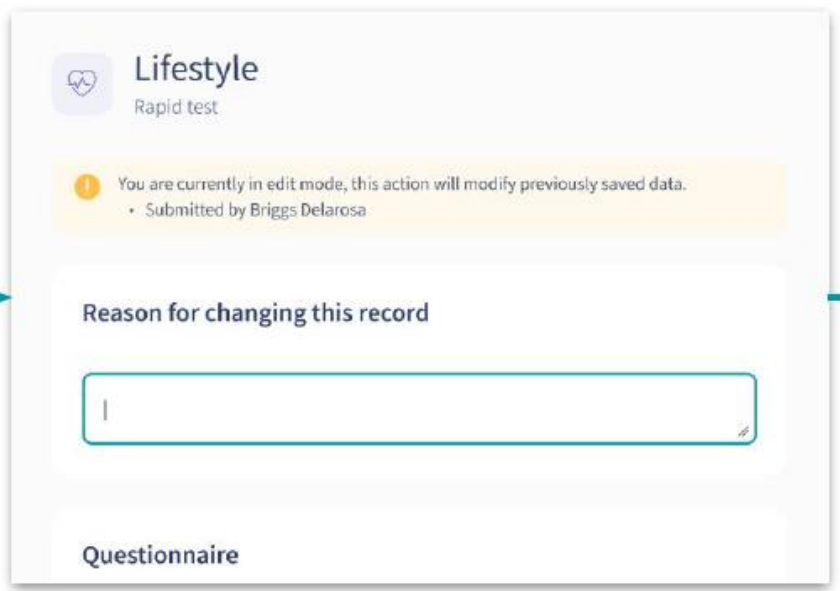
- Go to the Lifestyle page
- Select "Late Entry" at the top of the page
- Select provider/screener name
- Enter time when test was completed (not data entry time)
- Enter reason for late entry
  - No WIFI
  - System down
  - Other (add note)
- Complete Lifestyle and Lab Results
- Save and Complete

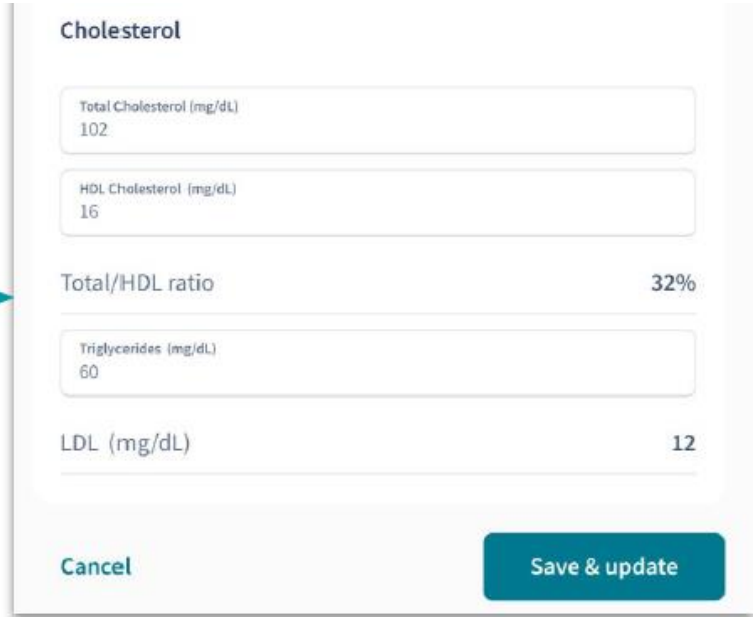
Editing Completed Records

Procedure for editing data after it has been saved & completed

1. **Verify name and DOB**
2. **Click on participant record**
3. **Select Edit**
4. **Add a reason for the change**
5. **Update any records that were entered in error**
6. **Click Save & Update**



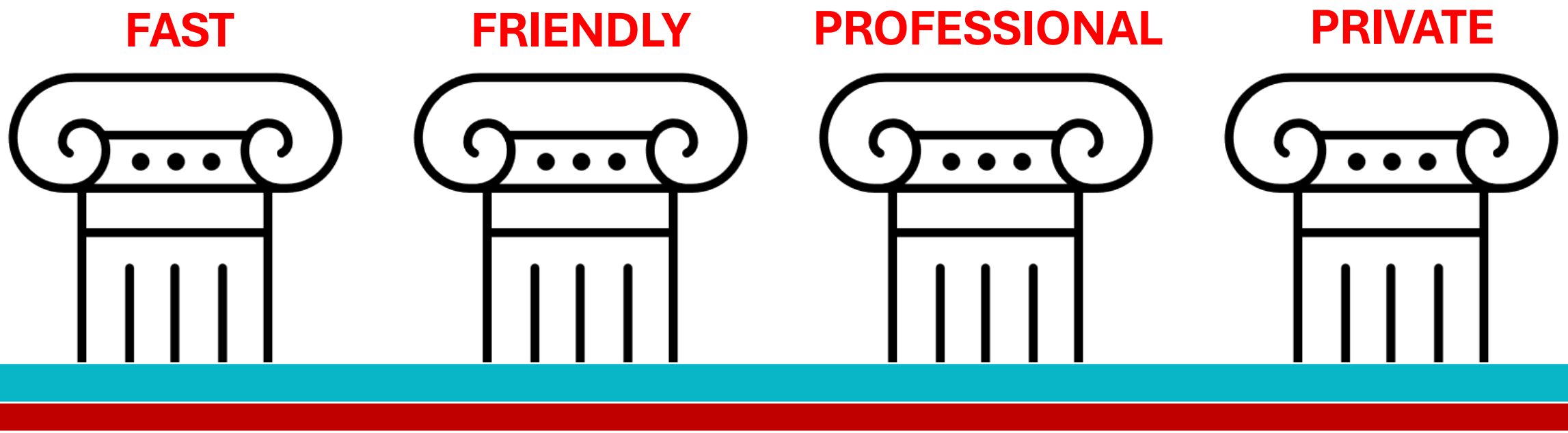




USWellness

LetsGet Checked

Pillars of Success



APPOINTMENT MANAGEMENT ENSURES FAST THROUGHPUT

- On time appts get priority
- Late and same day (walk in) appts adjusted as available
- Maintain 10-minute throughput
- Participant MUST have an appointment to be screened
- Let US Wellness help with anything unexpected

  CALL: 866-881-7607

  TEXT: 301-926-6099

*See instructions provided in your shipment on how participant can register based on their plan coverage (UHC Rewards, Rally, LetsGetChecked apps) or text your USW Manager for details.



CREATE A FRIENDY ENVIRONMENT

- Introduce yourself as the “LetsGetChecked” team
- Review team video (texted) upon arrival
- SMILE – help participants feel comfortable
- Be calm and organized
- Let US Wellness help with anything unexpected

  CALL: 866-881-7607

  TEXT: 301-926-6099



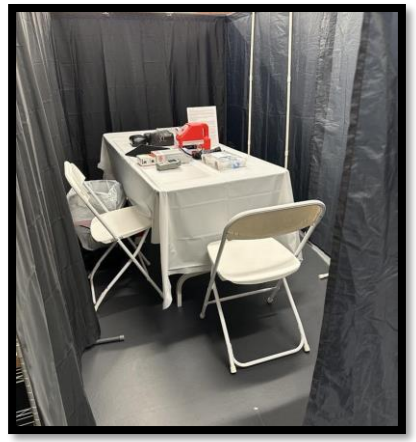
PROFESSIONAL PRESENCE

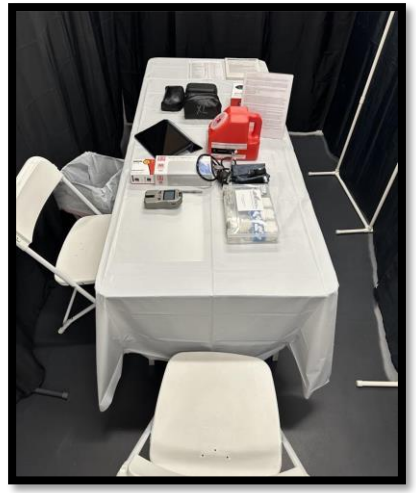
- Identify as "LetsGetChecked"
- No personal discussions among staff
- Name badge (first name)
- Dress Code
  - Black matching scrubs (required)
  - Sneakers/running shoes (No Crocs)
  - Socks required



PROPER SPACE SETUP ENSURES PRIVACY

- No view of participants during screening - use ALL privacy screens
- Set up a waiting area
- Display registration instructions and privacy policy provided in shipment
- Hide personal belongings
- Only water in screening area (no food, gum, coffee…)
- Cell phone on silent (US Wellness may reach out by phone or text)

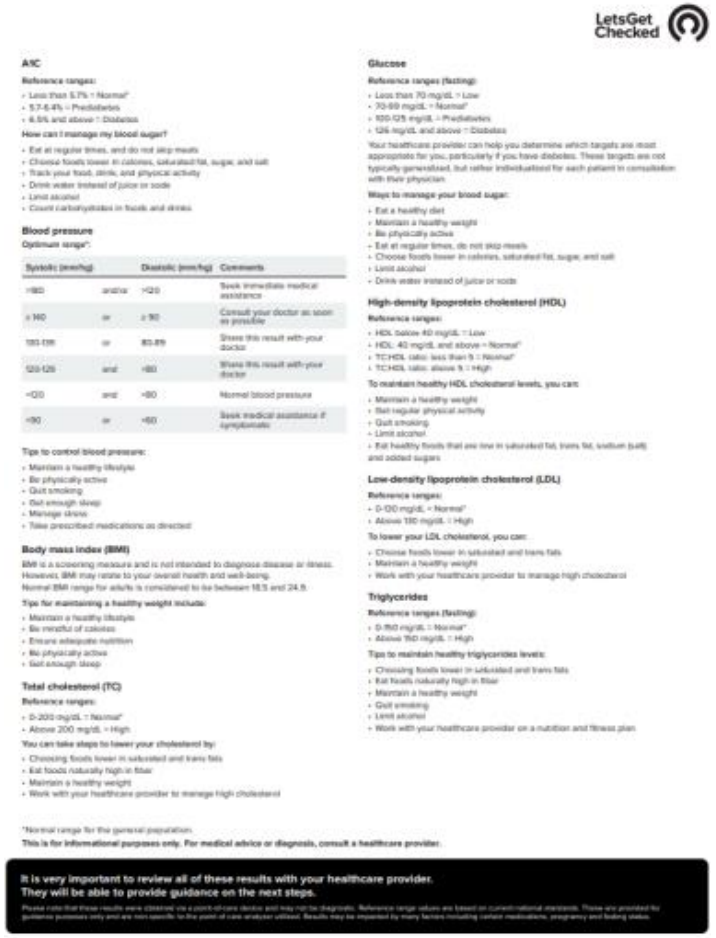




PRIVATE RESULT REVIEW

- A brief review of biometric results should be conducted with each participant before they leave the screening area.
  - Shown the backside of the results form, where each metric and optimal ranges are explained.
  - Speak to In-Range Metrics referencing the backside of the onsite event form
    - Let the participant know which metrics are within normal/optimal ranges and recommend they speak with their healthcare provider to discuss ways they may be able to maintain or improve those results based on their specific medical history.
  - Speak to Out-of-Range Metrics referencing the backside of the onsite event form
    - Let the participant know which metrics are considered out-of-range and recommend they speak with their healthcare provider to discuss ways they may be able to impact those results based on their specific medical history.

- Provide the bottom (yellow) copy of the **Onsite Event Form** to the participant and encouraged them to share the results with their healthcare provider.


LetsGet Checked

A1C

Glucose

Blood pressure

High-density lipoprotein cholesterol (HDL)

Low-density lipoprotein cholesterol (LDL)

Triglycerides

Body mass index (BMI)

Total cholesterol (TC)

It is very important to review all of these results with your healthcare provider.
They will be able to provide guidance on the next steps.