Scheduling a Biometric Screening

- Log into the HealthQuest Wellness portal
- Click on the Step 2 Biometric Screenings box at the top

Click on the method you prefer to complete your biometric labs
- Onsite screening - allows you to schedule a time at a biometric event
- Physician Form - allows you to print off a form to take to your provider and fax or scan/email the results back
- In Home Mailer - allows you to order a kit to collect your own specimen at home and mail back

To schedule your screening at a biometric event, click on the Onsite Screening calendar

You will link to a login screen
- Click the Login/Create Account button to create a new account
• Complete the required fields to create an account
  o Your email address will become your login ID, and you will create a password with at least 6 characters

  **Required Fields must be filled in.**

  Email address *
  Confirm Email address *

  Your email address is also your login ID. Please double check that it is correct.

  First Name *
  Last Name *
  New Password * (at least 6 characters)
  Confirm Password *

  **Required information is indicated by *.

  Click OK to register  OK  Cancel

• Select a location

  **Master List**
  Please select your location from the list

  **Name**  **Date**  **Location**
  Chicago  November 14, 21-24, 2016  Building G
  Minneapolis  November 15, December 5, 2016  3rd street building
  Philadelphia  November 21, 2016  Conference Room

• Select a date and time

  **Appointments available for Health Screenings**
  Monday, November 21, 2016
  8:00 AM  8:30 AM  8:45 AM  9:00 AM
  9:15 AM  9:30 AM  9:45 AM  10:00 AM
  10:15 AM  10:30 AM  10:45 AM  11:00 AM
  11:15 AM  11:30 AM  11:45 AM

• You have options to receive a reminder email and to add the appointment to your calendar

  **Appointment confirmed for November 21, 2016.**
  Appointment for **Any Employee**

  **Health Screening Appointment Details**
  Date: November 21, 2016
  Time: 11:45 AM
  Location: Philadelphia

  **I would like a reminder e-mailed to me:** 1 days prior to my appointment.

  **Add this appointment to your calendar**

  Create Appointment  Return

• If you need to cancel or reschedule your appointment, click the **Your Schedule** link and click **Cancel** or **Change Time**