



Health Screening Site Contact Responsibilities

We appreciate your involvement in making the health screening events a success. As a site contact, your role plays a vital part in ensuring the smooth execution of these events. To help you excel in your responsibilities, we've compiled some key tips for your reference.

1. **Promote the event:** Encourage your colleagues to participate and emphasize the benefits of these health screenings. Increased participation leads to greater awareness and better overall well-being for your workforce.
2. **Assist with logistics:**
 - a. **Ensure Supplies Delivery:** At least 1 week prior to the event, ensure that the supplies have been delivered to your location and place them in a dry, cool, and secure location. If supplies have not been delivered, reach out the email below.
 - b. **Guidance to the Screening Location:** Prior to the event, familiarize yourself with the location of the screening area. On the day of the event, ensure the examiners are directed to the correct location promptly. This ensures a prompt start and minimizes any confusion.
 - c. **Showcasing Supplies and Equipment:** After welcoming the examiners, walk them through the screening area and show them where the necessary supplies and equipment are located. Having everything easily accessible saves time and enables them to focus on providing quality services.
 - d. **Establish Open Communication Channels:** During the event, maintain open communication channels with the examiners. Address any questions or concerns promptly to keep the workflow running smoothly.
3. **Collect feedback:** Gather feedback from employees after the event to understand their experience and identify areas for improvement. Your input is valuable in enhancing future screenings.

Should you have any questions or require additional information, feel free to contact strive@kapnick.com or **877-233-2296**. We are here to support you at every step of the process.

Thank you for your commitment to the well-being of your employees and for being an integral part of our biometric health screening events. Together, we can create a healthier workplace environment.

