



## Clinic Day Onsite Contact Guidelines – Small Team

### What is the role of the Onsite Contact?

- + Good news! Catapult does the heavy lifting. In addition to finalizing logistics with your Catapult Health Account Manager, we will ask you to please assist with the following:
  - Please reserve the rooms ahead of time
  - Actively promote the events with the materials Catapult will provide
  - Assist with parking arrangements, if needed
  - Let us in the building at the specified arrival time the morning of the clinic

### What does our Site need to provide?

- + Below is a list of items that we ask you to provide:
  - Testing Area
    - 4 tables
      - 1 check in table
      - 3 technician stations
    - 12 chairs
    - Minimum of 4 outlets
  - Nurse Practitioner Office
    - Within 100 feet of Testing Area, preferred
    - 1 private office with door
      - 1 desk or table
      - 2 chairs
  - Parking permits for Catapult Staff if needed. There will be 4 vehicles at most.
- + We will also be using WIFI capabilities, so please let us know if you do not have WIFI access at your facility.

### What equipment does Catapult Health bring with them?

- + We are a fully mobile onsite clinic and we will be bringing all of the equipment with us, including testing equipment, laptops, printers, and cables.

### How much set up time is needed?

- + It takes approximately one hour to fully set up for a clinic. The Catapult Health Team will arrive and be ready to set up 60 minutes prior to the first appointment.

### How long does the participant experience take?

- + The complete exam takes approximately 45 minutes, which includes collection of biometrics and reviewing results with a Nurse Practitioner.

### What is being tested during the clinic?

- + Blood testing for cholesterol levels, triglycerides and glucose will be performed via finger stick. In addition, blood pressure and Body Mass Index measurements will be collected.



**Does Catapult Health provide marketing materials?**

- + Yes, we provide a three step marketing campaign to help you maximize participation that includes e-mail templates, posters, and brochures.

**Is there a walk in policy?**

- + Yes. We do accept all walk-ins when there is an available appointment in the schedule and we will verify eligibility. If there are no available appointments at their time of arrival, we may ask the participant to come back at a later time if convenient for them or schedule them on a different date if available.

**Does Catapult Health have an Emergency Policy?**

- + Yes. In an effort to maintain the safest environment possible for participants, Catapult Health has an established emergency policy. [Click here](#) to review the Catapult Health EMS Policy.

**Who is eligible to participate?**

- + Employees covered under The Texas A&M University System A&M Care health plan are eligible for participation. Dependents are not eligible at this time.

**Do participants need to fast?**

- + Yes. Participants should not eat or drink anything (except water) for a minimum of eight hours prior to their checkup. They should drink plenty of water and take regular medications as prescribed.

**Should our company provide breakfast?**

- + Yes. Since fasting is recommended, we recommend that you provide a healthy breakfast or snack option for participants. For diabetic-friendly options, please visit [www.catapulthealth.com/snackoptions](http://www.catapulthealth.com/snackoptions).

**Should members who are pregnant participate?**

- + No. For those who are pregnant, it is best for them to see their regular OB/GYN since the blood test results need to be interpreted by the physician managing their pregnancy.

**How do participants schedule an appointment?**

- + Participants can schedule an appointment in English or in Spanish by going to [www.TimeConfirm.com/XXXX](http://www.TimeConfirm.com/XXXX).

**Do participants need to bring an insurance card?**

- + Yes. Participants should bring their BlueCross BlueShield of Texas insurance card for verification of their Texas A&M System A&M Care health plan information.

**Will participants receive an incentive for participating?**

- + Yes. Completion of a Catapult Health Preventive Checkup will qualify as the annual wellness exam for the purposes of the Texas A&M System Wellness Incentive Program. If eligible members have already visited their personal physician this plan year for a wellness visit and received preventive lab work, they have already qualified for the incentive.