

On-site Biometric Screening Completion

Individuals who wish to complete the biometric screening on-campus and complete the HRA, should follow the instructions below:

1. Login at <https://mychart.prismahealth.org>.

If you do not have a Prisma Health MyChart account, go to mychart.prismahealth.org. Choose "Sign Up Online" then scroll to the bottom and choose "Sign Up Directly" to access the online sign-up without an activation code.

2. Choose "Visits" from the top of the screen, then click the box "Schedule an appointment."

If you are joining us for the first time for the screening, give Prisma Health Screening Services a call at 864-797-6631 to grant you access to schedule your screening and complete the HRA.

3. Choose "Annual Screening Visit" (this box will be under the section "Tell us why you're coming in.") You will be prompted to answer COVID-19 related questions.

4. On the next screen choose your appointment date and time.

5. Review and edit your contact information and personal information. If no changes are needed, select "This information is correct."

6. For verification of insurance, select "Do not bill insurance" then click "This information is correct."

You may or may not see insurance information at this step. You will not be billed for this service so no need to enter any additional information.

7. Adding a comment is required in the box mentioning "What is the most important thing you want addressed during this visit." Insert a comment such as "issues with needles" or, if no specific information is needed, enter "N/A." Scroll down and click "Schedule It."

8. **Final required step: HRA Completion:** Next to your appointment confirmation and appointment details, select the Health Assessment link. You will be prompted to answer the online health assessment (~25 questions). When completed, click "Submit."

Note: To reschedule or cancel your appointment, log into MyChart. Choose "Visits," then "Appointments and Visits." Click on the annual screening visit box under "Upcoming Visits" and you will have the option to "reschedule" or "cancel" your appointment.

Please schedule your appointment no later than Friday, October 7, 2022

Other Important Items:

- **ALL members** of the Furman University community, regardless of whether or not they are enrolled in Furman medical benefits, are invited to participate in biometric screenings. There is no fee.
- **Fasting is encouraged eight hours before your screening appointment time.** Do not consume any food or drink, except water and black coffee (no cream or sugar).
- Please take your medications, as prescribed. Drink plenty of water the week of the screening to ensure you are well hydrated for the blood draw.
- Arrive at your scheduled appointment time.
- **Off-site Biometric Screening Completion:** Employees and spouses/partners who wish to complete the biometric screening off-campus and complete the health risk assessment, will need to use the [off-site biometric screening form](#). All fields must be completed on the off-site form for credit. Incomplete forms will not be accepted. If not participating in the on-site screening, please do not schedule a screening visit via MyChart.
- **HCP Visits:** These screenings **will not** satisfy the Health Care Provider (HCP) requirements for those stratified in categories 4 and 5 from previous biometric screenings.

These screenings will count toward the 2023 medical premium discount.

The HRA, Biometric Screening and HCP visit (if required) must be fully completed and submitted to Prisma Health no later than December 1, 2022.

Any questions may be addressed to Human Resources, via [e-mail](#) or via telephone at extension 2217.