

What to Consider When Choosing an HRA Vendor

Checklist

Yes	No	Think About
		Will you need to obtain legal advice prior to setting up a mandatory participation program? Especially if you are tying the program to insurance premiums.
		Will special wording need to be added to your summary plan descriptions?
		Have you investigated the involved company's privacy policies?
		Have you ensured the employee information is confidential and that this message has been conveyed to your employees? (See sample *)
		If tying results to insurance premiums in some way, have you thought about the "penalty" \$ amount to use? \$50? \$20?
		Have you ensured the testing area is private and comfortable, especially if venipunctures will be done? They can be a bit more intimidating and employees may feel better with a cot near by. Employees may be more comfortable if privacy screens are used.
		Have you ensured the testers are using accurate scales and height measuring techniques?
		If the testers are using digital blood pressure cuffs, have you asked them to have a manual blood pressure cuffs available?
		Have you sent a note to employees in advance reminding them to fast? (See sample *)
		Will final reports be handed to employees? (By employer? By health educator?)
		Will final reports be mailed to employee's homes?
		Will you offer health educator sessions to discuss the results following HRAs?
		Do you want health educator sessions immediately after testing?
		Can you wait 2-3 weeks for health educator sessions to occur?
		Do you want results released to an employee's doctor? (See sample *)
		Do you want follow-up materials sent to an employee's home?
		Is your communication plan organized?
		Do you have research to back up your statements?
		Have you taken HIPAA into consideration? The Department of Labor has some assistance (http://www.dol.gov/ebsa/faqs/faq_hipaa_ND.html).
		Will HRAs take place at work on company time?
		Will the company contribute to the cost of the HRAs?
		Does your program qualify as a Bona Fide Wellness Program according to the Department of Labor? (See sample *)
		Will HRAs be offered to employees that don't have health insurance through the company?
		Will you offer HRAs to family members/domestic partners?
		Will you charge family members/domestic partners to take the HRA?
		Do you have upper management support?
		Have you checked with your health insurance provider to see if they'll provide financial assistance?

- Completely set up the program before introducing to employees.
- What information do you want to obtain for the employee? For the company? (Some HRA'S have more comprehensive questionnaires, blood work, and body measurements.) Consider physician recommendations.
- What's the next step? What will you do with the aggregate data? What wellness programs will you offer?

* Sample items are located in the Various Employee Communication Pieces document.

The Quality Forum's Workplace-Focused Diabetes Project Team would like to thank Lori Becker for collecting this information and generously offering to have it included in the toolbox as an example for others.