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Company Background Information

- Name of vendor: _____
- Years in business: _____
- Number of current wellness clients: _____
- Services or expertise offered: _____
- Health promotion philosophy: _____
- List of references: _____
- Certifications and licensures: _____
- Any security breaches or HIPAA violations? _____
- Exposure control plan: _____
- Medical or clinical background of current staff: _____
- Is staff full or part time? _____
- Current staff certifications: _____
- How is staff trained? _____
- What is its wellness process? _____

Health Risk Assessments (HRAs) and Health Screenings

- National service capabilities: _____
- Is the HRA privately labeled? _____
- Is the HRA available in other languages? _____
- How was the HRA developed? _____
- How is the HRA administered? _____
- Online version available? _____
- Paper version available? _____
- What does the HRA include? Biometrics? _____
- Does it include a self-perception of health? _____

- Does it include mental health screenings? _____
- Does it include a readiness to change assessment? _____
- Does it identify health interests for follow-up? _____
- Does it assess productivity impairment at work? _____
- Does it quantify financial intervention impact? _____
- Is a physician summary report included? _____
- What is the average participation rate for clients? _____
- How is screening time arranged? _____
- Does the vendor charge for staff travel costs? _____
- Can the vendor administer the HRA at multiple locations? _____
- Does the HRA include an NMR LipoProfile test? _____
- Does the vendor have a follow-up procedure for critical lab results? _____
- Has the organization ever been sanctioned? _____

Data Analysis and Reporting Capabilities

- Does it perform a health claims analysis? _____
- Does its system interface with the carrier? _____
- Who reviews the data? _____
- What output do employees receive? _____
- What predictive modeling tools does it use? _____
- Does it do a return on investment projection or analysis? _____
- Does it do an HRA individual report? _____
- Does it give an HRA aggregate report to the employer? _____
- Who helps with interpretation of the report? _____
- Does it do intervention activity reporting? _____
- How hard is it to get employee data? _____

Employee Communications and Follow-up Services

- Will it help with the employee communications process? _____
- Type and frequency of communication tools: _____
- Pre- and post-HRA communications: _____

- Does it provide online newsletters? _____
- Does it provide paper newsletters? _____
- Does it provide postcard promotions? _____
- Does it provide worksite promotional flyers and postings? _____
- Does it provide monthly or quarterly campaigns? _____
- Does it provide participant workbooks or behavior change manuals? _____
- Does it provide telephonic services? _____
- Are online services available to participants? _____
- Does it provide health coaching? _____
- Does it interact with participants' physicians? _____

Pricing

- Ballpark pricing: _____
- Website for additional information: _____
- Does price vary by group size or location? _____
- Any hidden charges? _____
- Name of contact person: _____

[Insert Title]

- [Insert question]: _____
- [Insert question]: _____
- [Insert question]: _____
- [Insert question]: _____
- [Insert question]: _____