

Onsite Vision Solutions by Cigna Healthcare

Everything you need to know to host an event.



What Is the Onsite Vision Solution by Cigna Healthcare?

Our onsite vision solution is a new concept that brings eye care and eyewear directly to you and your employees. With it, there's no need for employees to leave the office, no extra commute time and no reason not to participate. We bring the vision experts and the name-brand frames right to your workplace. Employees can:



Schedule an exam

We'll take care of the schedule and provide a link where your employees can pre-register for an eye exam. Comprehensive eye exams are performed by a local optometrist and last between 15 and 20 minutes each.



Shop the latest styles

All employees can explore hundreds of popular frames with convenient delivery of the finished glasses to their home. It's not necessary to receive an exam, or to be enrolled in the Cigna Healthcare Vision benefit.

Client Responsibilities

About 10 to 12 weeks prior to the event, we'll contact you to review the details:

- Confirm locations meet size requirement
 - 550+ subscribers – 4 days to 5 days
 - 400 subscribers – 3 days
- Confirm room names where event will be held
- Confirm that the rooms match or exceed requirements (see next page)
- Communicate event to employees (no later than 4 weeks prior to clinic)
- Ensure all internal requirements have been met and communicated to our team
- Help ensure that at least 80% of appointments have been filled 2 weeks prior to event



Confirmation of details

- Dates and times
- Contact for shipping team
- Special shipping instructions
- Scheduling website details

We will need 12 to 16 weeks to plan an event (based on availability)





Requirements

- One lockable room, plus one additional space
- Private HIPAA compliant exam space
- Access to utilities (electricity and Wi-Fi)
- Commitment to market the event to employees
- Contact at event location
- Written approval from building management/security for event times
- Access to 6-8 tables
 - 5-7 for frames room
 - 1-2 for exam room
- Approval for team to put up signage once onsite
- Communicate event to employees no later than 4 weeks prior to event



Example: Doctor's Room



Example: Frame Room



Approved States

An onsite vision event can be delivered in one of the following states:



- Arizona
- California
- Colorado
- District of Colombia
- Florida
- Georgia
- Illinois
- Indiana
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Nebraska
- Nevada
- New York
- Pennsylvania
- Rhode Island
- Tennessee
- Texas
- Utah
- Virginia
- Wisconsin



Unapproved States

An onsite vision event is not currently offered in the states listed below, as our event model does not meet all state and Optometric Board requirements for temporary optical practices:



- Alabama
- Alaska
- Arkansas
- Connecticut
- Delaware
- Hawaii
- Idaho
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Montana
- New Hampshire
- New Jersey
- New Mexico
- North Dakota
- Ohio
- Oklahoma
- Oregon
- South Carolina
- South Dakota
- Vermont
- Wyoming



Spreading the Word

In our experience, we've found that clients who communicate about an onsite vision event to employees have the most success and satisfaction with it. So, we'll provide you with everything you need to help spread the word – both before and during the event.



- An email template with a link to FAQs should be distributed to all employees to give them the IOI of what to expect at the event
- An informational PDF can be uploaded to your internal intranet, attached and sent via email, or printed and passed out to employees who are curious about the event
- Digital screen layouts can be displayed on any onsite TVs to promote the event leading up to and during the event
- Onsite signage set up in your lobby and outside the event space will direct employees to the correct location
- A landing page will be promoted on our signage to give more information to employees
- A one-page flier will give a quick look at our vision benefits so those who are enrolled know what out-of-pocket costs (if any) to expect



FAQs

How large is the shipping container?

The POD is 67L/34W/57T, 560 pounds. A standard pallet will also be delivered.

What does Cigna Healthcare Vision provide for the communication of the event?

We'll provide a link for sign-up, email template, informational PDF, signage, and an FAQs website.

Can we make other edits to the templates?

We are unable to edit the templates besides the time, dates and location. But you are welcome to create your own communication to share any other details you'd like to provide.

What is the schedule for an event?

- 3-Day Event: Whenever possible, we set up the day before the event begins. Days 1 and 2: 9 a.m. to 5 p.m. Day 3: 9 a.m. to 3 p.m.
- 4-Day Event: Whenever possible, we set up the day before the event begins. Days 1 through 3: 9 a.m. to 5 p.m. Day 4: 9 a.m. to 12 p.m.
- 5-Day Event: Day 1: 11 a.m. to 5 p.m. Days 2 through 4: 9 a.m. to 5 p.m. Day 5: 9 a.m. to 12 p.m.

When will the schedule become available for employees to sign up?

The schedule will be available 45 days prior to the last day of the event.

Who can participate in the event?

We leave this decision up to you. The event is created to best support employees with Cigna Healthcare Vision insurance. However, if an employee would like to use a different insurance option, they can simply check with the doctor at the event to see if they accept the insurance.

Can employees bring their family?

Yes, but we also leave this decision up to you as well. Since there are limited spots available for each event, we want to make sure we see as many employees as possible. Please note that we cannot treat children under 12.

What does an employee need to bring to the appointment?

Nothing. If they are enrolled in Cigna Healthcare Vision, we'll already have all the details needed from the sign-up website.

