

AMA-MSS CTUW Modules

So you want to plan a health fair?

This document is designed to help plan and promote health fairs or screenings for people without health care coverage in your community. It's intended as a detailed example of a larger scale health fair.

Start at least three months before your event:

1. Choose a date and time. Try to have back-up dates in mind in case this date does not work at your location.
2. Choose your location as soon as you choose a date.
 - a. Look at statistics in the area to find a neighborhood with a high percentage of people without coverage.
 - b. Consider elementary school gyms, churches, and community centers that are located centrally within and neighborhood and may allow participants to walk to the fair.
 - c. Ask to speak with the Facility Coordinator at the location. You will work closely with this person to ensure your health fair runs smoothly.
3. Send information to interest groups and clubs at your school. Offer community service hours for participation.
 - a. See below for examples of clubs to contact.
 - b. Include members from graduate programs, nursing schools nearby, PA students, and Public Health students if possible.
4. Get supplies.
 - a. Contact local pharmacies or drug rep companies.
 - i. Gloves, bandages, flu vaccines (if possible), syringes, cholesterol testing equipment, glucose monitors.
5. Secure a supervising physician. Most states and schools require a licensed doctor to oversee any event where medical results are given to answer any questions that may arise.
6. Contact your County Health Department and solicit their participation.
 - a. They will be a powerful ally in advertisement.
 - b. You need their help if you plan on providing flu shots.
 - c. On a side note, you will also need an AED and epinephrine pen if you are offering flu shots. Contact Campus Police to see if they will allow you to borrow theirs for one afternoon
7. Invite other organizations to participate.
 - a. Dental Groups
 - b. American Cancer Society
 - c. Poison Control
 - d. Emergency Medical Services
 - e. Care Flight
 - i. Ask them to come land and do a door of the chopper at your event.
This is always exciting!
 - f. Local or County Hospitals
 - g. AIDS Outreach Centers

- h. County Women's Center
- i. Police Department- DWI car staging

Two months before your event:

8. Meet with club representatives.
 - a. Host several meetings, beginning two months before the event, and more frequently as the date draws nearer.
 - b. Check on individual club needs for supplies
 - c. Get an estimate on the number of people/club members needed to man their booth
 - d. Get a rough estimate on the cost of supplies.
9. ADVERTISE! Consider appointing a specific outgoing and dedicated person to head-up this end of the planning.
 - a. Go to:
 - i. Churches
 - ii. Schools (often the school nurse will help)
 - iii. Grocery stores
 - iv. Fitness centers
 - v. Radio and TV stations
 - vi. Consider both English and Spanish stations.
 - vii. Hospitals and Emergency Clinics
 - b. These places may also have fliers, freebies, and informative documents you can hand out at the fair.
10. Check back with your location.
 - a. Will they be able to provide tables and chairs?
 - b. Do they have any advertising resources you have not yet utilized?
 - c. How many people will this location hold?
 - d. Do they have any special rules or procedures you should be aware of?
 - e. Ask for an emergency contact number for the day of the event.
 - f. Is there a room where you can provide lunch to volunteers?
11. Find a clinic that is near to your location.
 - a. You will refer anyone with abnormal findings to this clinic.
 - b. Make sure this clinic will accept patients who do not have major forms of insurance.
12. Register your event: <http://www.ama-assn.org/ama/pub/category/15985.html> and on www.covertheuninsured.org.

Three weeks away:

13. Kick up the advertising another notch!
14. Visit your location.
 - a. Make a rough draft floor map of how tables/booths will be aligned during the health fair.
15. Plan lunch for your event
 - a. Try to plan something healthy.
 - b. Often, places will donate food for health fairs.
 - c. Check out grocery store delis for party trays.

16. HIPPA Compliance.
 - a. English and Spanish policies on privacy must be available at the entrance of your health fair. As people enter the room, the need to sign a form indicating they have read, or have been given the opportunity to read, a copy of the Notice of Privacy Practice for your school.
 - b. You can obtain these forms through your university or your university clinic.
17. Make clinic referral Sheets
 - a. Make small flyers with information about how to follow-up on abnormal results. These should include phone number and directions to the local clinic you have chosen, as well as information on affordable insurance options.

Two Weeks Away:

18. Have a poster-making party.
 - a. Invite all booth participants to come and make colorful fliers with their club/association name and the service they will provide.
 - b. Get a final head-count on volunteers and costs of the fair.
 - c. Make sure club and association leaders have your cell phone number.
19. Make Patient Information Sheets
 - a. Use this form as the “ticket” into the door after they have signed the HIPPA form.
 - b. Make this form a bright color so you can keep your eyes out for people who may not have had the opportunity to look over HIPPA form.
 - c. People MAY come in and pick up free flyers and look at posters and participate in other non-medical activities without this form.
 - d. People MAY NOT receive personal health information or be screened without this form.
 - e. See below for example.

One Week Away:

20. Print out sheets of paper with club or association names to lay on tables so leaders know where to set up on the day of the event.
21. Check with lunch vendor to solidify details.
22. Contact location for any last-minute changes.

The Day Of Your Event:

22. Arrive early, have your phone handy, and take a deep breath. You have planned a great health fair!

sCHIPS contact

Advertise the 877-KIDS-NOW number. This number directs people to their state agency which administers Medicaid and SCHIP. 80% of uninsured kids are eligible for coverage.

Booths and services provided at our event:

1. Family Physician Club
 - a. Blood Pressure Checks
2. Sports Medicine Club
 - a. BMI and Body Fat Percentage
3. Psych Club
 - a. Mental Health info and screening
4. AMSA
 - a. CHIPS (health insurance) information
 - b. Online insurance sign-up
5. Internal Medicine Club
 - a. Glucose screening
6. Pediatric Club
 - a. Nutritional information
 - b. Face-painting table
7. Research Club
 - a. DWI statistics
 - b. "Don't Wreck Your Life" car
8. OB/GYN Club
 - a. "Do it for me, Mom"
 - b. Breast cancer screening and statistics
9. Student Medical Association
 - a. HIV/STD information
10. Medical Public Health Initiative
 - a. General information
 - b. Diabetes handouts
 - c. American Heart Association handouts
 - d. Nutritional Facts
11. Emergency Medicine Club
 - a. Signs and symptoms of heart attack and stroke
 - b. Safety information
12. Geriatric Club
 - a. Vision and glaucoma screening
13. Manipulation Club
 - a. OMT and Soft Tissue Clinic
14. Latin American Club
 - a. Advertising
 - b. Patient Information Booth
 - c. Translation
15. Business Club

- a. Drug rep table to give out freebies.
- 16. South Texas Dental
- 17. Public Health Student Association
- 18. International Student Association
- 19. Carter Blood Care
 - a. Blood Donation Opportunity

SAMPLE HEALTH SCREENING INFORMATION FORM

Name: _____

Age: _____ Date: _____ Fasting: YES NO

Known Medical Issues: _____

TEST	YOUR RESULT	IDEAL	DANGER ZONE
Resting Heart Rate (in beats per minute)	_____ bpm	Between 60 and 80 beats per minute	Below 50 Above 100
Blood Pressure		Top number (systolic) less than 130 Bottom number (diastolic) less than 80	Top number greater than 140 Bottom number less than 90
Blood glucose: Fasting? YES/NO	_____ mg/dl	Less than 125	Greater than 125 if fasting, Less than 60 if not fasting
Height			
Weight			
Body Mass Index	_____ kg/m ³	Less than 25 and greater than 18.	BMI >25
Body Composition	_____ % fat	Women: 21-36 Men: 8-25	Women >38 Men >25

SAMPE FLYER- WE PUT THESE ALL OVER IN OUR TARGET
NEIGHBORHOOD: DOORS OF HOMES, GROCERY STORES, CHURCHES...

Northside Health Fair 2005



FREE Health Screening and Information

Northside Community Center

1801 Harrington Ave

Fort Worth, Texas

Saturday, October 22

9am to 3pm



**Face Painting
for Kids!**



Texas College of Osteopathic Medicine and the **Medical Public Health Initiative** invite you to come receive complimentary screenings of your heart rate, blood pressure, cholesterol, body mass index, body composition, vision screening and more! Learn about how you can keep your mind and body healthy including nutritional facts, signs and symptoms of heart attack and stroke, and how to decide which healthcare plan is right for you and your family. Physicians will be on-hand to discuss

any questions you may have regarding your screening. Don't forget to enjoy a relaxing and therapeutic soft tissue treatment from osteopathic medical students- And don't miss out on face painting and activities for the kids!