

Directions for Scheduling your Biometric Health Screening

Telephonic Instructions

1. Call CIGNA at 800-694-4982 between 8:00 a.m. and 6:00 p.m. beginning March 9, 2009, until May 13, 2009, to schedule your biometric screening appointment
2. If you receive an out of office message, leave your:
 - Last Name
 - First Name
 - Phone # you can be reached
 - Reason for calling. Maricopa County employee calling to schedule a biometric screening appointment. Your phone call will be returned within 24 hours.
3. When you reach a CIGNA biometric screening appointment scheduler, indicate that you are a Maricopa County employee wanting to schedule a biometric screening appointment.
4. The following information is **required**:
 - Last Name
 - First Name (no nicknames)
 - Employee ID Number
 - Preferred dates and times you are available for a screening
5. The following information is **optional**:
 - E-mail Address
 - Telephone Number
6. If you provide an e-mail address, you will receive a reminder e-mail **two** days prior to your appointment.
7. If you provide your phone number you will receive a phone reminder 24 hours prior to your appointment
8. If you need to cancel or re-schedule your appointment, call 800.694.4982 between 8:00 a.m. and 6:00 p.m. from March 9, 2009, until May 13, 2009.

Online Instructions

1. Log on to www.cignascreenings.com/maricopa from March 9, 2009, until May 13, 2009, to schedule your biometric screening appointment.
2. In the Login enter your **last name** as it appears on your CIGNA Health Insurance card, and your employee ID# as it appears on your paycheck stub(81xxxxxxx) Click on go.
3. Choose a location from the menu.
4. Click on a date.
5. Choose the appointment time from the drop down menu.
6. Click on next
7. Verify Information page:
 - Last Name
 - First Name (no nicknames)
8. The following information is **optional**:
 - E-mail Address – If you provide an e-mail address, you will receive a reminder e-mail two days prior to your appointment.
 - Telephone Number – if you enter your phone number you'll receive a reminder call 24 hours before your appointment.
9. Click **Submit**
10. You will be presented a confirmation for your appointment, and an E-Mail confirmation will be sent to you.
11. If you provide an e-mail address, you will receive a reminder e-mail two days prior to your appointment.
12. If you need to cancel or re-schedule your appointment, access the website at www.cignascreenings.com/maricopa or call 800.694.4982 between 8:00 a.m. and 6:00 p.m. from March 9, 2009 until May 13, 2009.